DAWeb

Auditor Controller

Auditor-Controller
Direct Assessment Web Application (DAWeb)

Agency Manual

April 20, 2016

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INTRODUCTION

DAWeb was created to support the high volume of Direct Assessments (DA) during the annual property tax roll build-up process. In the past, agencies saved DA files on CDs and mailed them to the Auditor-Controller to process. A lot of time was spent waiting for the CD's to arrive, loading and processing each CD and sending reports back to every agency.

DAWeb is a web-based application that enables agencies to upload and submit Direct Assessment (DA), Public Utility (PU) and Correction (COR) files, along with the corresponding legal documents. Agencies will have the ability to retrieve Parcel Change, History/Detail and Data Transmittal reports immediately after their data files are uploaded and validated via DAWeb. The new application provides a faster turnaround and makes the roll build-up process more efficient. For instance, DAWeb eliminates the agencies' time to create and mail their CDs and legal documents to the Auditor and to receive reports from the Auditor. DAWeb also improves accuracy, privacy and security since the information is prepared, submitted and controlled by each agency.

NOTE: DAWeb is to be used only during the roll build-up process and should not be used to submit corrections during the rest of the year.

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LOGIN PAGE

A. Open an **Internet Browser. The following browsers are compatible:**

NOTE: Internet Explorer 7 thru 9 are compatible with DAWeb.

B. Type the following in the address bar**: http://daweb.auditor.lacounty.gov/** and press Enter. On the login screen is a list of Help Menu Options.

NOTE: Help Menu Options and Descriptions:

DAWeb Agency Manual	Step-by-step instructions of the DAWeb process. It is important to save or print a copy and reference the latest version. The process and features may change from year to year as we make enhancements to improve your DAWeb experience. The date indicated on the cover page will change if there are any updates made to the manual.
Virtual Tutorials	Virtual training lessons for each section of the DAWeb process. From here, you can select and play each training lesson directly from your PC.
Instructions for Browser History Clean-up	Your web browser automatically saves browser history and Cookies that may interfere with logging in. The link will display instructions on how to clear your browser history and Cookies.
Suggestions for other web browsers	Internet Explorer has security controls that may compromise the functionality of DAWeb. The link provides instructions for installing a different web browser if technical issues are encountered while running the DAWeb application with Internet Explorer.
DA Submission Procedure Manual	The annual submission manual that DA Unit provides to all agencies before DA roll build-up season starts. Important DA processing dates are included
Agency Information Sheet template	This is one of the four legal documents that agencies submit to inform the Auditor whether an agency will or will not be submitting direct assessments for the current Fiscal Year along with the agency contact Information. The link will open the template as a Word document.
Billing Agreement template	This is also one of the four legal documents that agencies submit. It is a standard agreement between the LA County Auditor-Controller and the Agency for billing and collection of fees for the placement of direct assessments on the Secured Tax Roll (STR). The link will open the template as a Word document.
Direct Payment Listing Report (replaced LS09 Report)	This report contains the current fiscal year's parcels and DA amounts that were placed on the Secured Tax Roll (STR) for each agency. The link will bring you to the Department of Auditor-Controller website where you can search the report by agency number. For instructions on how to search for your agency's DA Payment Listing report, click the Direct Assessments link on the left panel. Scroll down and click the DA Payment Listing Report Viewing Instructions link.
LS09 Report Prior Year	This report contains prior year parcels and DA amounts that were placed on STR for each agency. This link will also bring you to the Department of Auditor-Controller website. For instructions on how to search for your agency's LS09 Report Prior Year, scroll down and click the LS09 2011 Instructions link. **Note: The year on the instructions link will increment each year.**
Contact	Click the link to expand the contact information of the DA Unit Supervisor who is in charge of all direct assessments and DAWeb inquiries.

NOTE: The following links are also located on the Department of Auditor-Controller's website under the Direct Assessments link:

- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- DA Payment Listing Report Viewing Instructions
- LS09 2011 Instructions

C. To log in, enter your **User Name** and **Password** and click the **Log In** button.

D. If you do not remember your password, click the Forgot Password link.
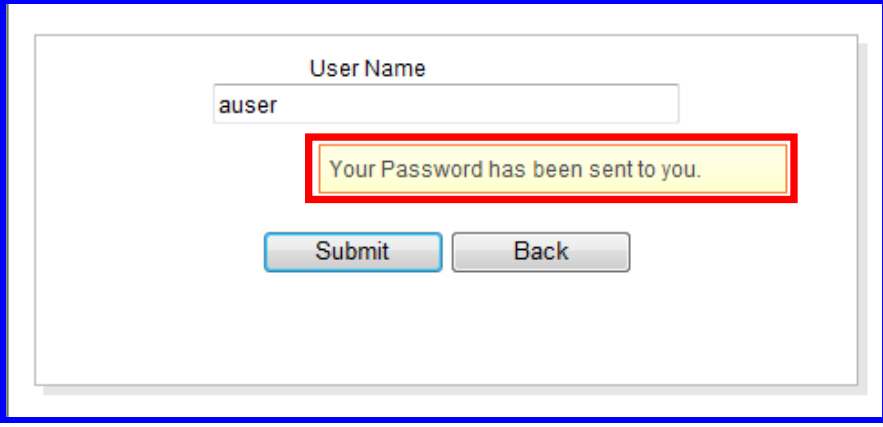
E. Enter your **user name** and click the **Submit** button.
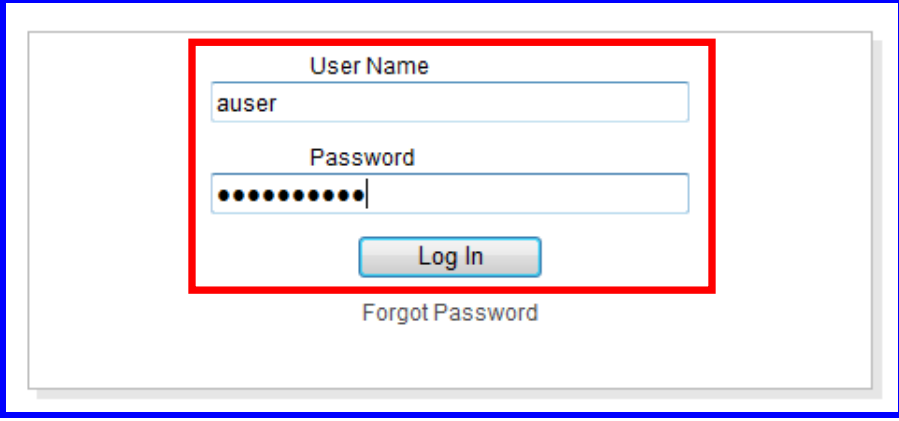
F. A temporary password will be sent via email. Check the Junk or Spam folder if it does not appear in your Inbox.
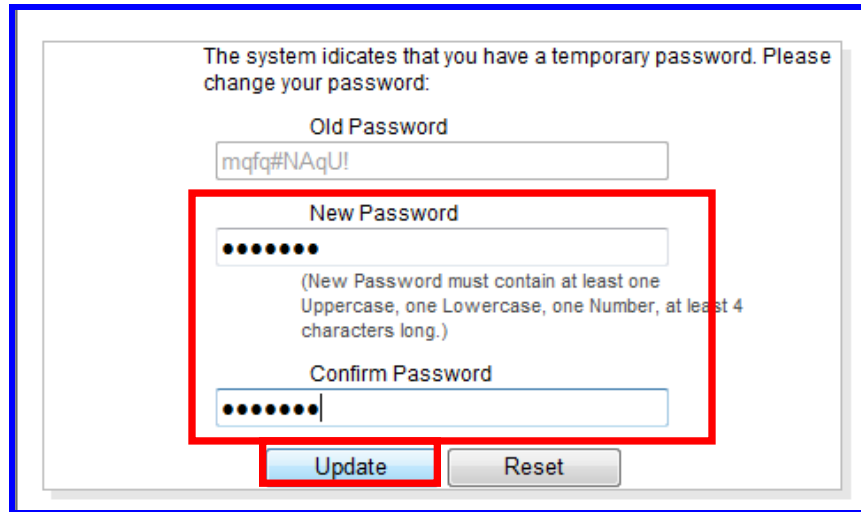
G. Enter your **User Name** and **Temporary Password** and click the **Log In** button.

H. A new window will prompt you to change the temporary password. Enter your **new password**, confirm the password and click the **Update** button. DAWeb will take you directly to the Inbox.
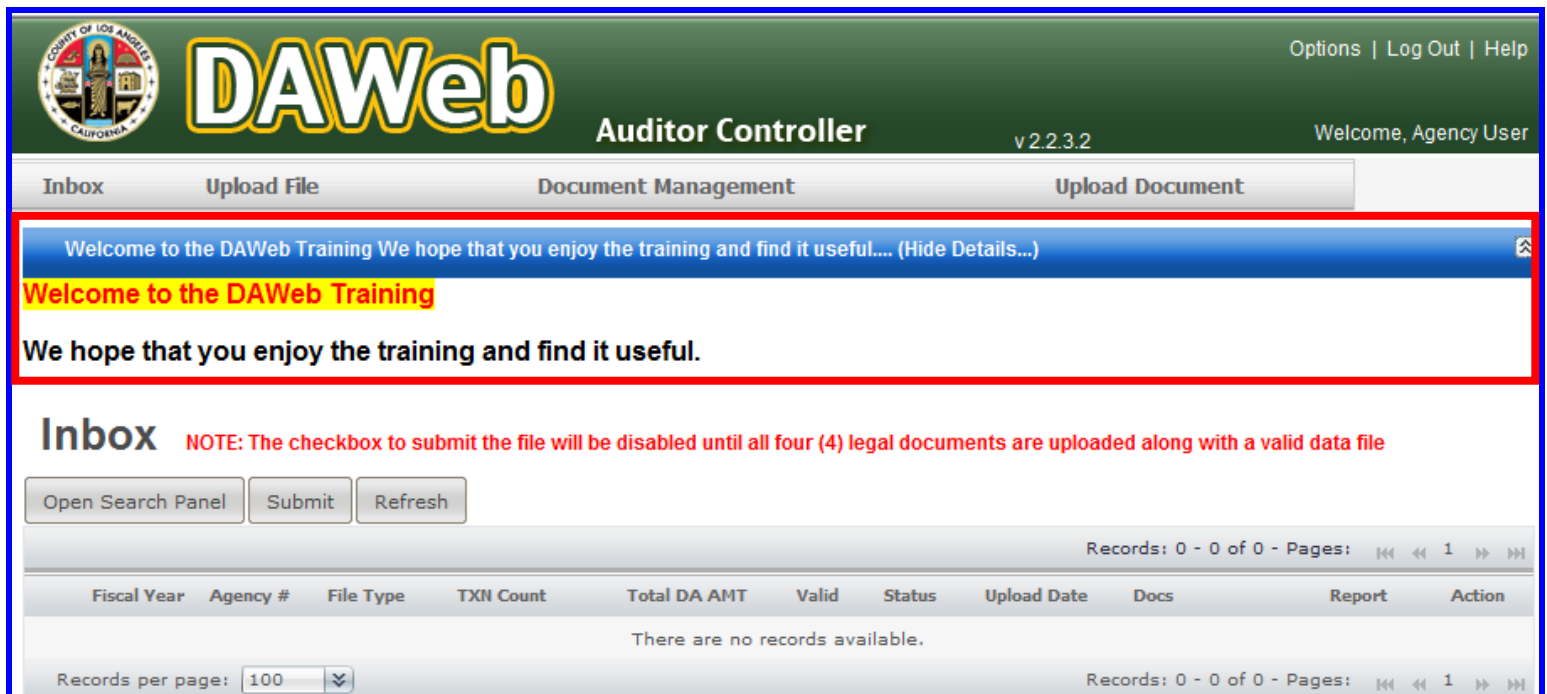
I. Always check for new messages from the Auditor in the blue message area in the Inbox. The Message area will display important announcements regarding DA Processing.

J. Click anywhere on the blue message bar to collapse the message box.

K. Click the **Options** link if you wish to change your password at any time.

L. Click the **Help** link to access the Help Menu Options from inside DAWeb.

M. Click the **Log Out** link to log out of DAWeb.

RETRIEVE THE PARCEL CHANGE REPORT

IMPORTANT MESSAGE

New agencies can not retrieve the Parcel Change report until the current year data file is uploaded to DAWeb. Please proceed to 'Create the Excel Input Data File' section (P. 19) or 'Create the Text Input Data File' section (P. 28).

Only returning agencies can retrieve the Parcel Change Report in this section.

1A. The **Parcel Change file** for the new fiscal year becomes available at the **end of June**. Returning Agencies will retrieve the new Parcel Change Report by **locating the previous year's Direct Assessment and Public Utility files** by clicking on the **Open Search Panel** tab in the **Inbox**.

1B. Enter the **previous Fiscal Year** (enter 2012 in FY 2013) and click the **Search** button to retrieve all of your previous year files.

NOTE: More specific searches can be done by entering any combination of the **Fiscal Year, Agency Number, File Type, Valid, Status and Upload Date ranges**.

Click the **Reset** button to clear the search criteria and reset the Inbox back to the default search (current fiscal year). Click the **Close Search Panel** button to close the Search Panel.

SEARCH FEATURES

1	**Fiscal Year**	Fiscal Year that the Agency Number was processed.
2	**Agency #**	Direct Assessment Agency Number assigned to each agency by the Auditor-Controller.
3	**File Type**	File Type submitted for STR processing. The three file types are as follows: • **Direct Assessment** • **Public Utility** • **Correction**
4	**Valid**	Indicates if the file submitted is **valid** (Valid = 'yes') or **invalid** (Valid = 'no').
5	**Status**	Tracks the progress of the agency number throughout the DA process. The status options are as follows: • **Work In Progress** • **Pending Review** • **Pending Approval** • **Supervisor Approved** • **Batched** • **Sent to Mainframe** • **Failed in Batching**
6	**Upload Date From: & To:**	- Date Range of when the file was uploaded to DAWeb.

1C. Click the **PCL CHG RPT** link under the **Report** column for each of your previous year's files. The previous year's files will be run against the current year's Parcel Change file to produce the Parcel Change Report.

1D. **Blank Parcel Change Report** means that there are **no parcel changes from the previous year**. This is normal and should not be a concern. **Click** the **X** to close the document and continue checking other files for parcel changes.

1E. <u>**Print**</u> or <u>**Export**</u> the Parcel Change report for your reference. The file can be exported to PDF or Excel format. This report will be used in the following sections: '**Create the Excel Input Data File**' **(P. 19)** or '<u>**Create the Text Input Data File**</u>' **(P. 28)**

NOTE: Listed below are the fields on the **Parcel Change Report**.

1	*YYYY* Parcel Change File	*YYYY* = year of the Parcel Change File used in generating this report
2	Parcel Change Report	Report Heading
3	Agency Number	Displays the Agency Number used in generating this report
4	Run Date	Date the report was generated
5	Upload Date	Date that the file was uploaded onto DAWeb
6	Total Old Parcel Count	Total count of parcels with status = O (Old)
7	Total New Parcel Count	Total count of parcels with status = N (New)
8	File Type	Direct Assessment File, Public Utility File or Correction File
9	File Name	File name uploaded by agency
10	ID	Assessor ID number used to track parcel changes
11	Parcel No	Property identification number
12	Format	Indicates how many parcels were affected during the parcel change • **M1** (many to one) – two or more (old + temp) parcels got converted into one new parcel. • **1M** (one to many) – one old parcel got converted to two or more (temp + new) parcels. • **11** (one to one) – one old parcel got converted to one new parcel.
13	Status	Indicates the status of the parcel: **N** (New), **O** (Old) or **T** (Temporary) • *Add* parcels with '**N**' status to the new roll and assign assessment amount • *Delete* parcels with '**O**' status for the new roll. • *Do Not Add* parcels with '**T**' status to the new roll
14	Agency Number	Agency number associated with the Parcel Change Report.
15	DA Amount	Assessment Amount listed on the input file. New and temporary parcels have $0.00 assessments since they were not assessed on the previous year's input file.

1F. To Export and Save as **PDF**, click the **Export icon**, select **PDF** from the File Format drop down box and click the **Export** button. To Export and Save as Excel, skip to step 1J **(P. 17)**

1G. Click the **Save** button to save the file.

1H. Choose the location where you want to save the file, rename the file in the File name drop down box and click the **Save** button.
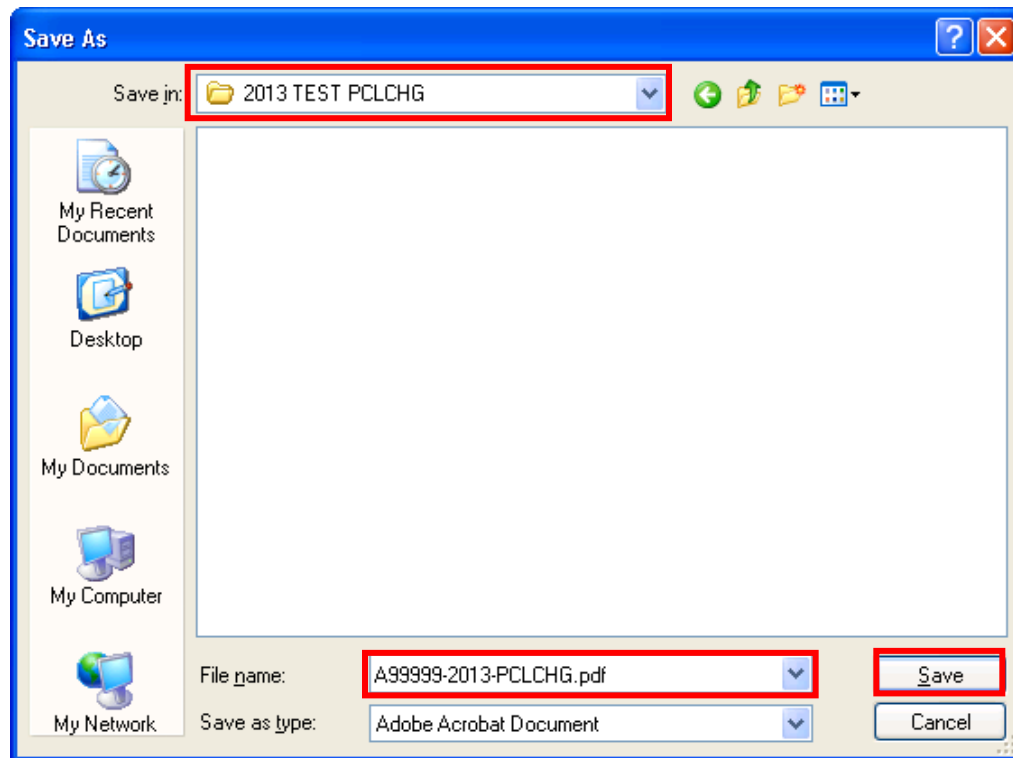
1I. Click the **Close** button once the file downloads completely.
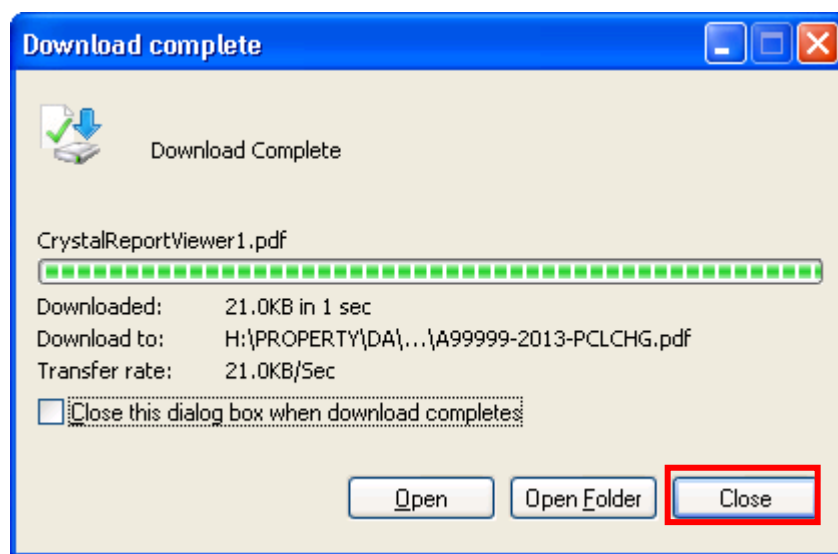
1J. To Export and Save as **Excel**, click the **Export icon**, select **Microsoft Excel (97-2003)** from the File Format drop down box and click the **Export** button.

1K. Click the **Save** button to save the file.

1L. Choose the location that you want to save the file, rename the file in the File name drop down box and click the **Save** button.
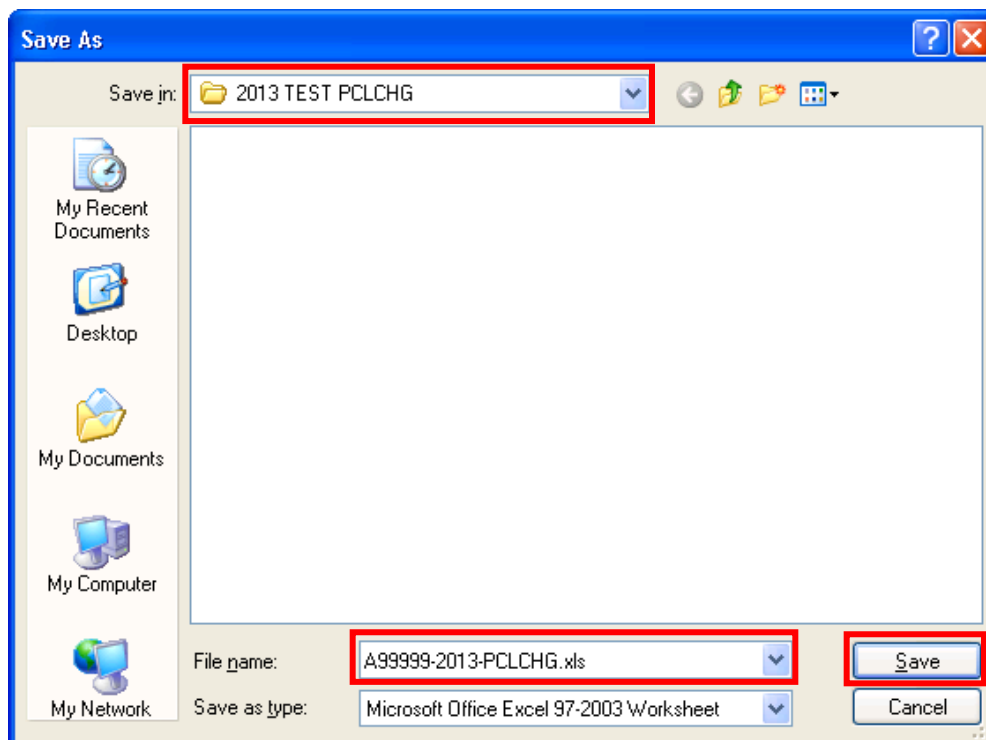
1M. Click the **Close** button once the file is downloaded completely.
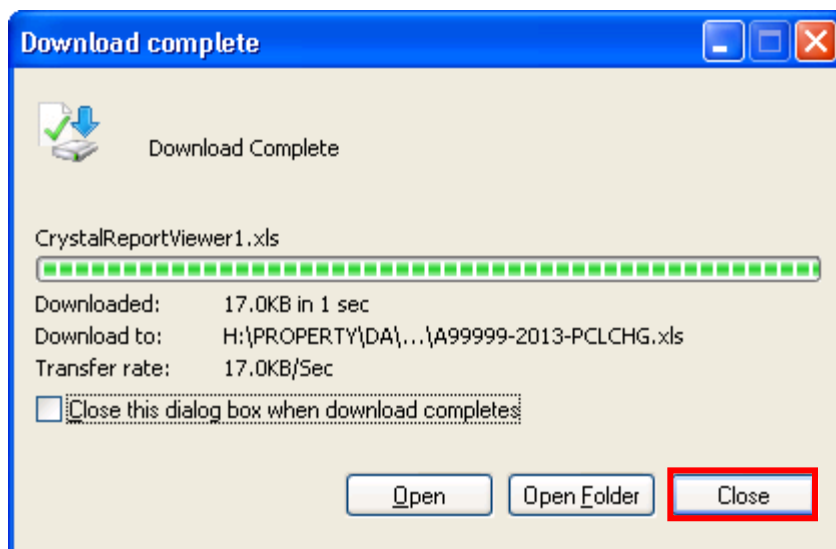
1N. Proceed to the following sections once all of the Parcel Change Reports have been retrieved:

- **Create the Excel Input Data File (P. 19) or**
- **Create the Text Input Data File (P. 28)**

CREATE THE EXCEL INPUT DATA FILE

2A. Open Microsoft **Excel**

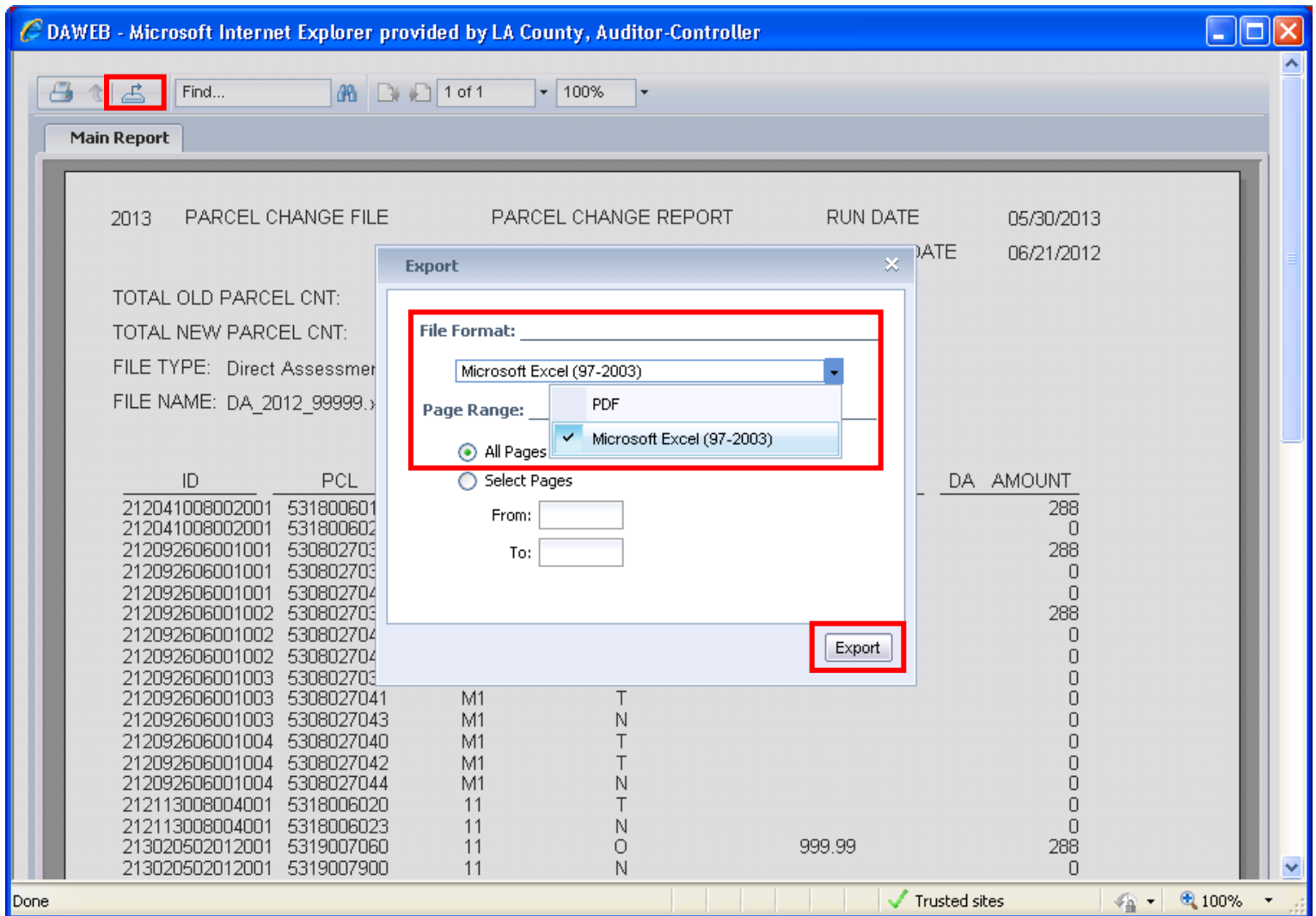**2B. Enter the fields** in the following **format**:
- Column **A** – **Parcel Number** – 10 digits only **(no spaces, dashes or letters)**
- Column **B** – **Assessment Amount** – maximum amount is 99,999,999.99
- Column **C** – **Agency Number** – enter one occurrence in cell C1 only
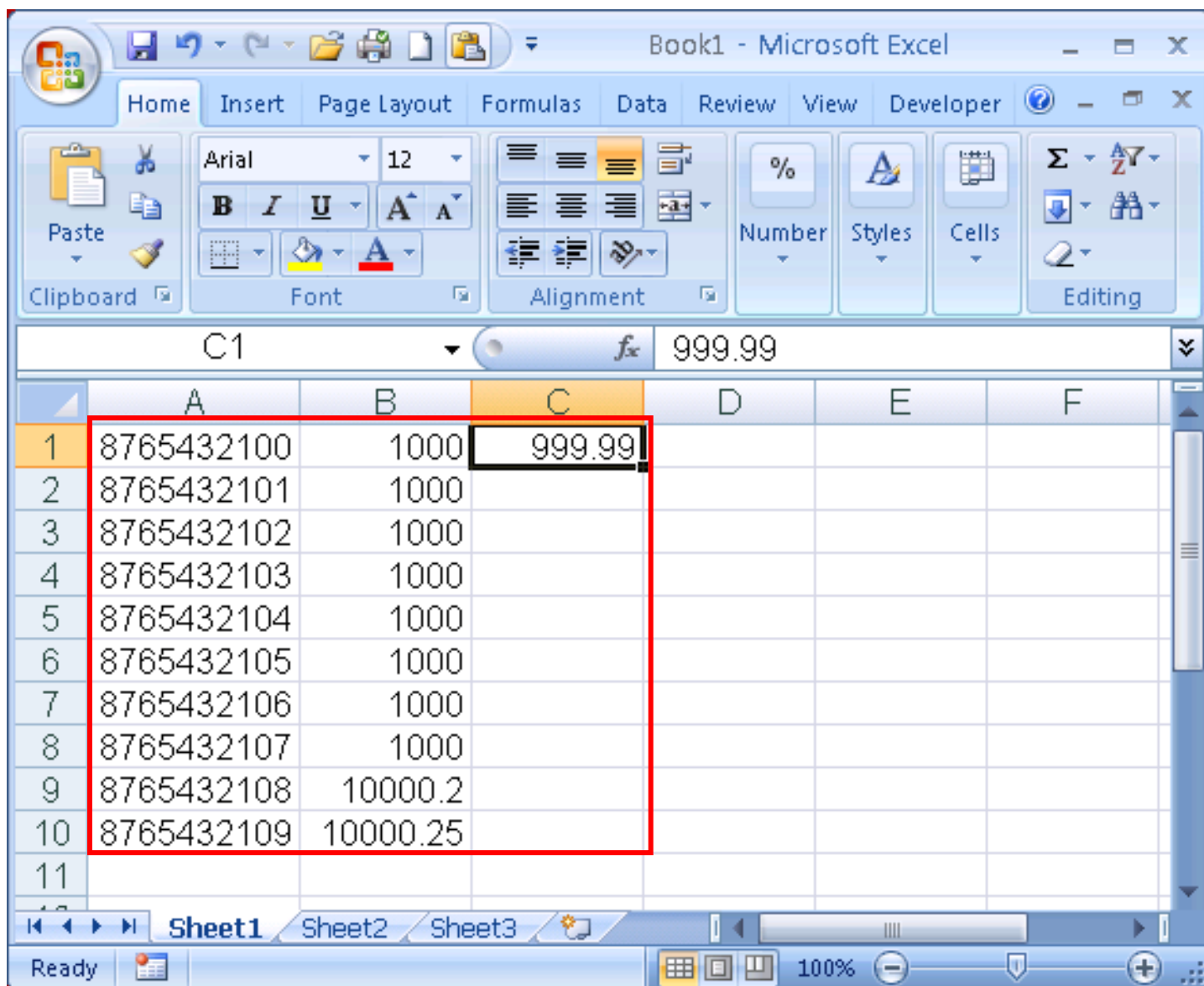
NOTE: For Agency Numbers with **leading and/or ending zeros**, <u>cell **C1** must be set to **Text format** before entering the agency number</u>. This will ensure that leading and ending zeros are displayed and not cut off by Excel auto formatting. Please make sure that the Agency number is **5 digits and in 2 decimal format**.

For example, **agency number 009.90 should <u>not</u>** be displayed on the Excel file as **9.9 or 9.90** as it will **result in an invalid agency number.**

Follow the steps below to format cell C1 to Text format:

- **Right click** on cell C1 and select **<u>Format Cells…</u>** from the pop-up menu.
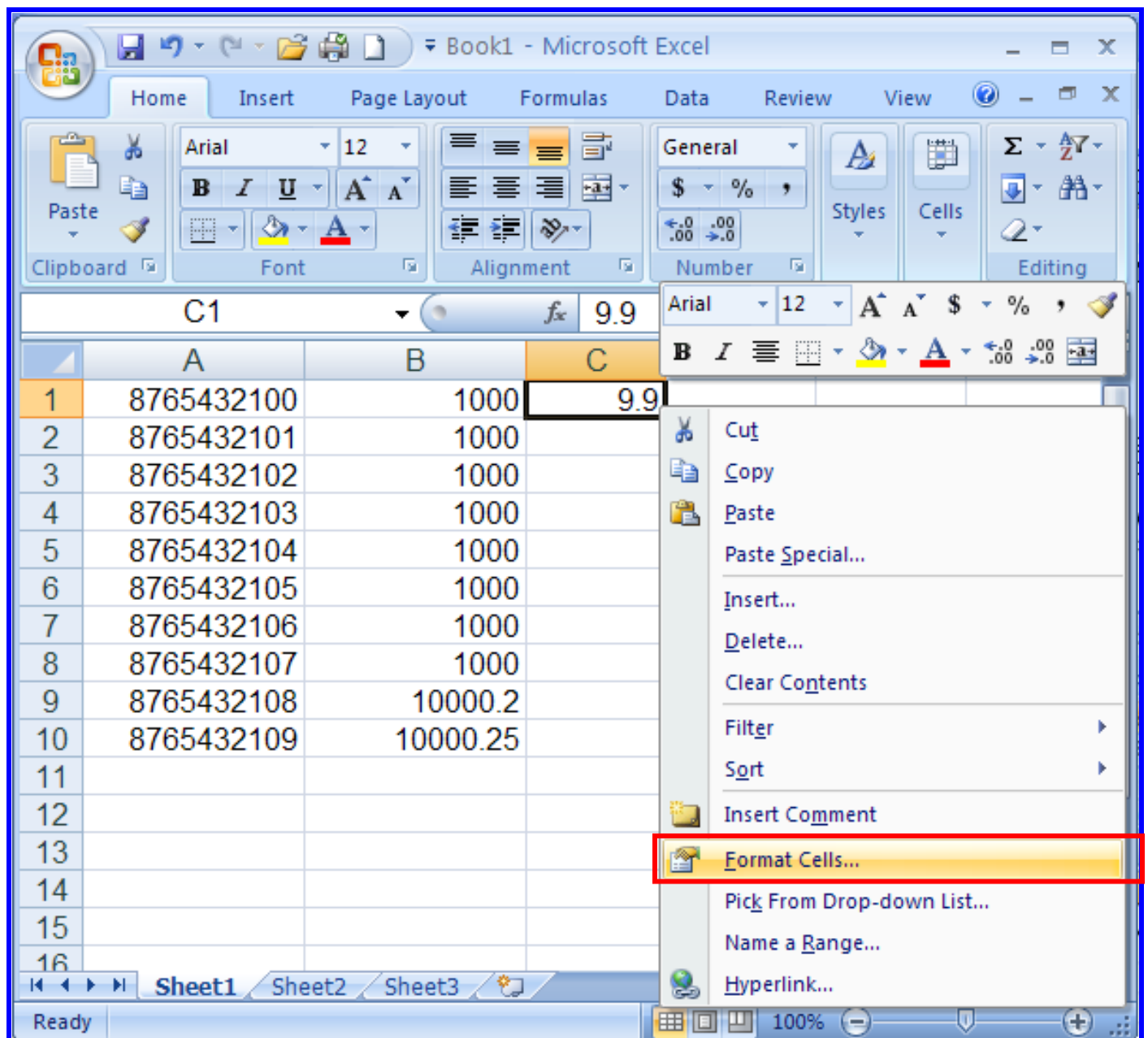
- On the Number tab under Category, select **Text** format and click the **OK** button.
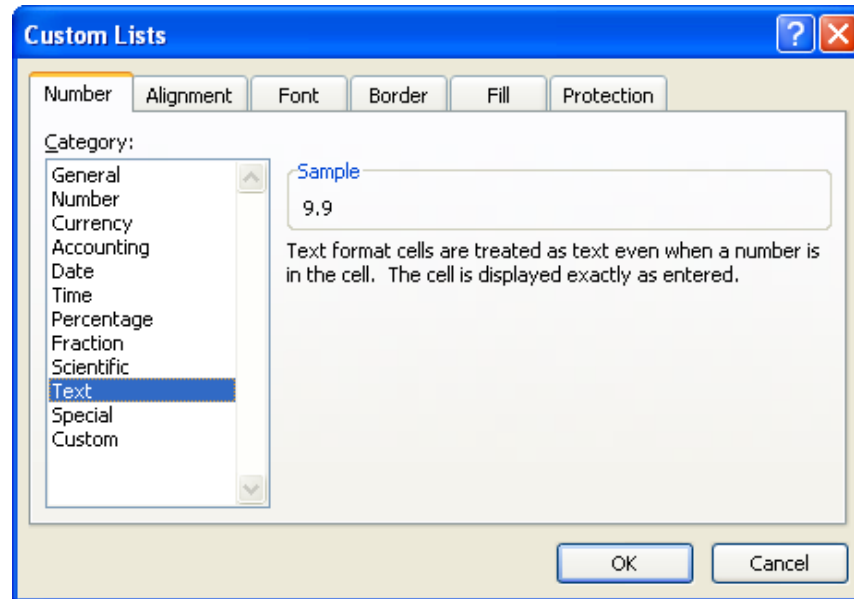
- Re-enter the agency number in cell **C1** including leading and ending zeros. **Agency number must be 5 digits and in 2 decimal format.**
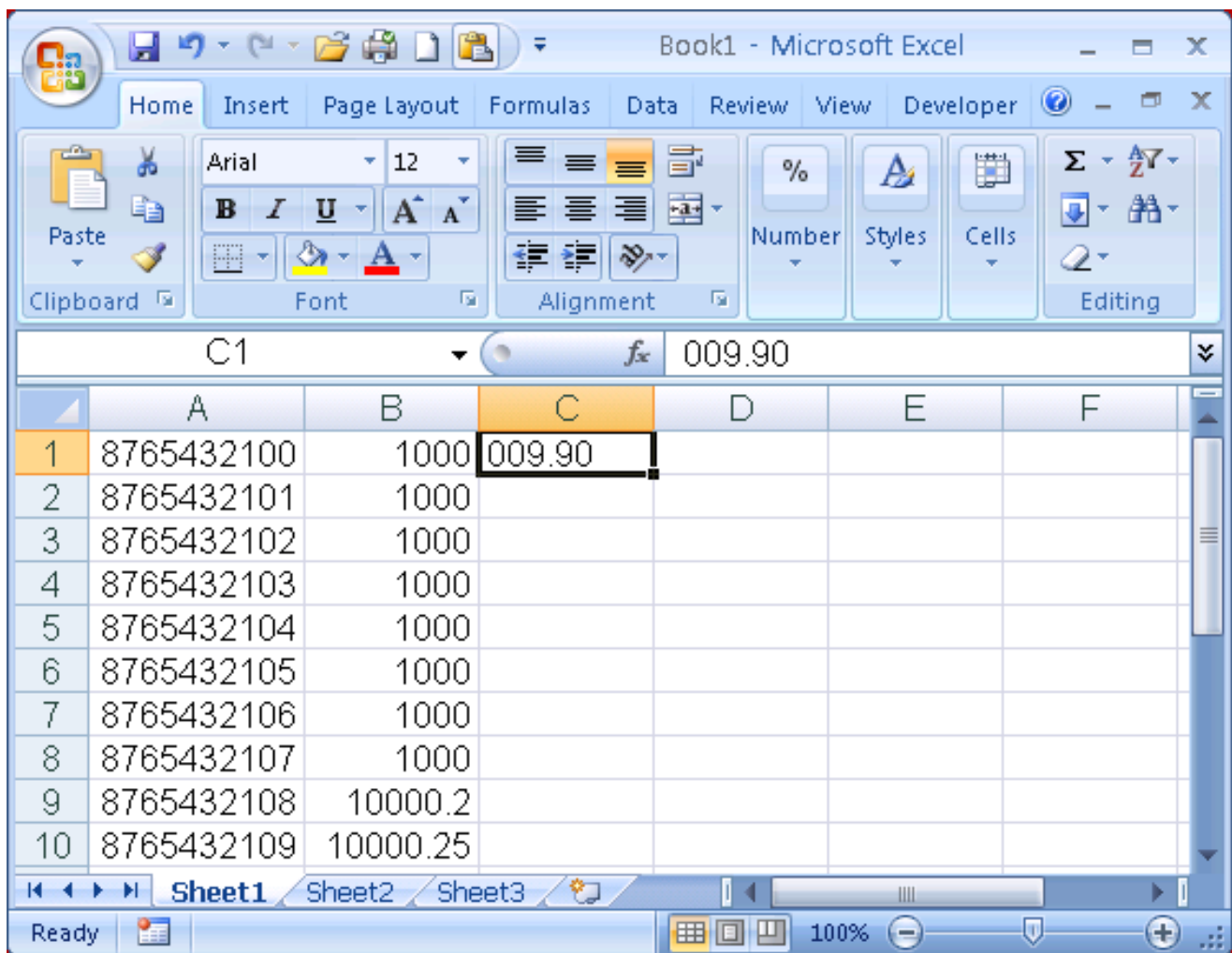
NOTE: The following **formats are accepted***:*

- **General** – Used for Parcel Number, Assessment Amount, Agency Number
- **Number** – Used for Assessment Amount only
- **Currency** – Used for Assessment Amount only
- **Accounting** – Used for Assessment Amount only
- **Text** – Used for Agency Numbers with leading and/or ending zeros.
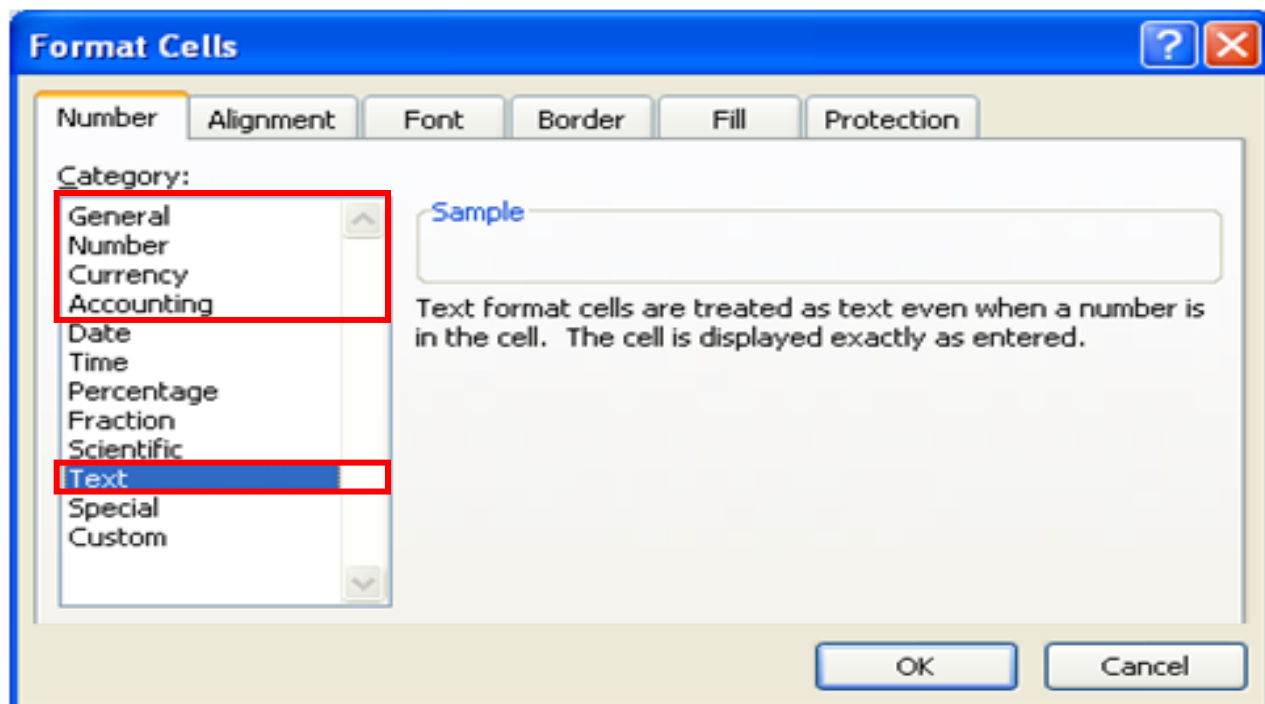
NOTE: Do **not** use the **following formats:**

- **Date, Time, Percentage, Fraction, Scientific, Special, Custom**
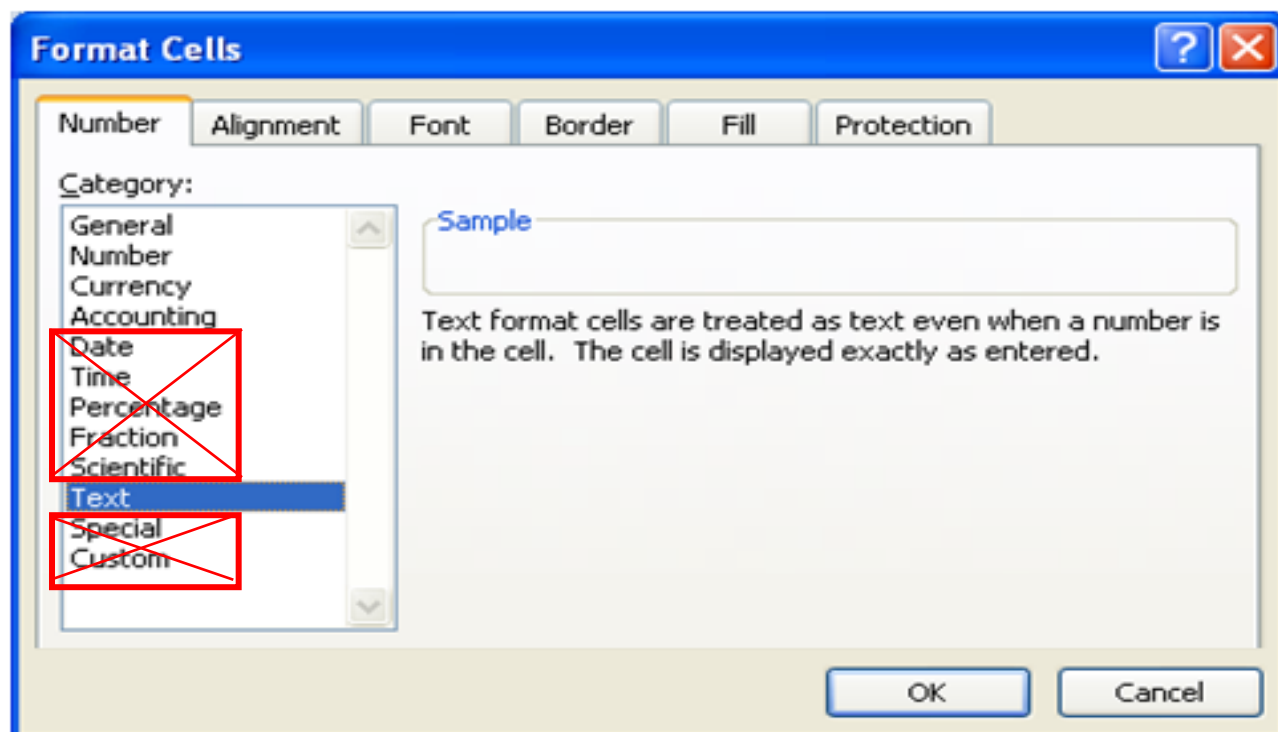
NOTE: Enter the Parcel Number, Assessment Amount and Agency number only.

Do **not** include the following:
- **Headings**
- **Totals/Sum**
- **Calculated cells**
- **Hidden columns or rows**

Column 'E' should not be hidden

NOTE for DA, PU and COR files: **Exclude** parcels where the **first four digits are less than 8900 AND the last three digits end between (300-399 or 800-999).** These **Non-assessable parcels** are government owned, and are exempt from Direct Assessments.
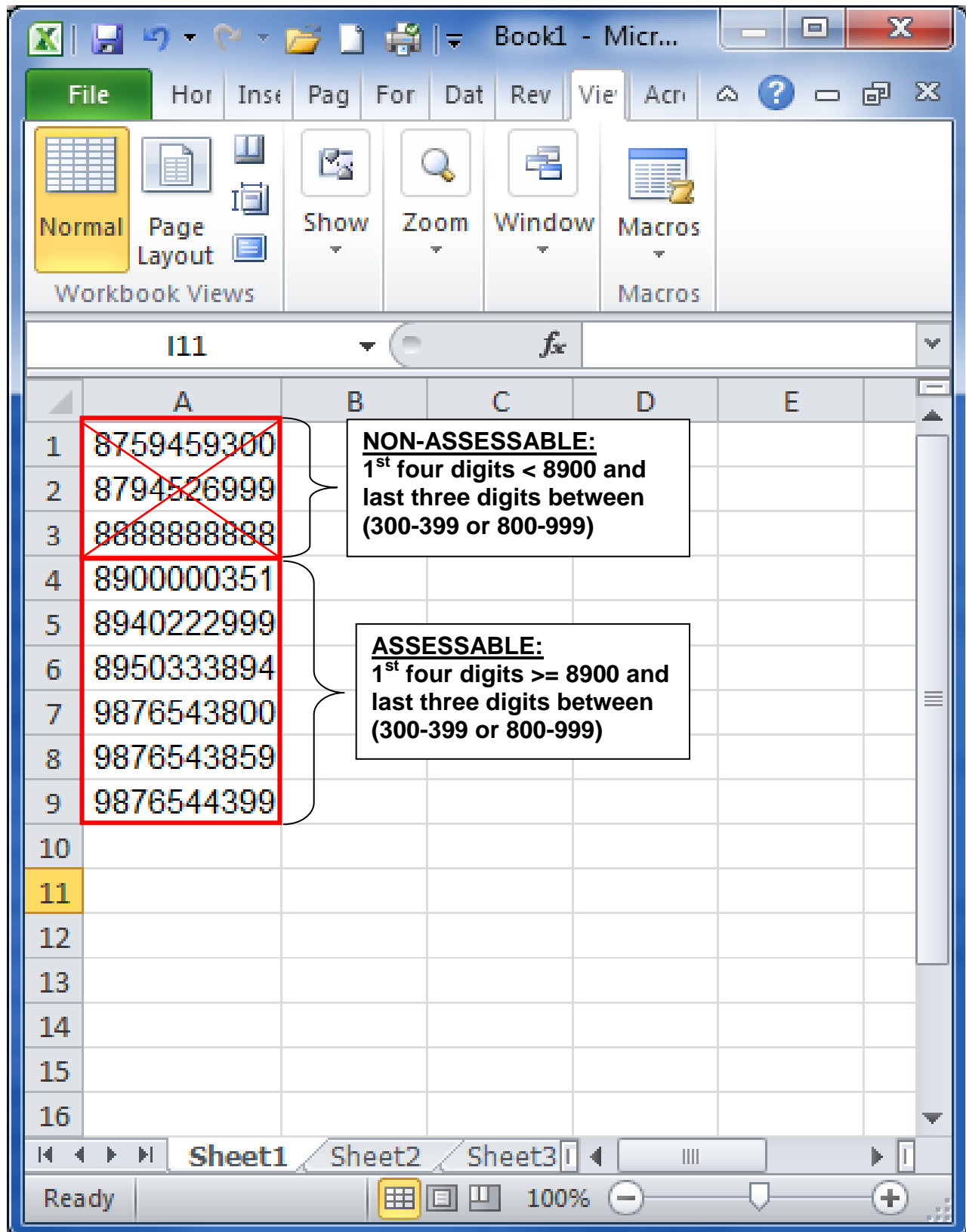
NOTE: Populate only one sheet. The extra sheets must be deleted or left blank.

Delete or Leave extra sheets blank
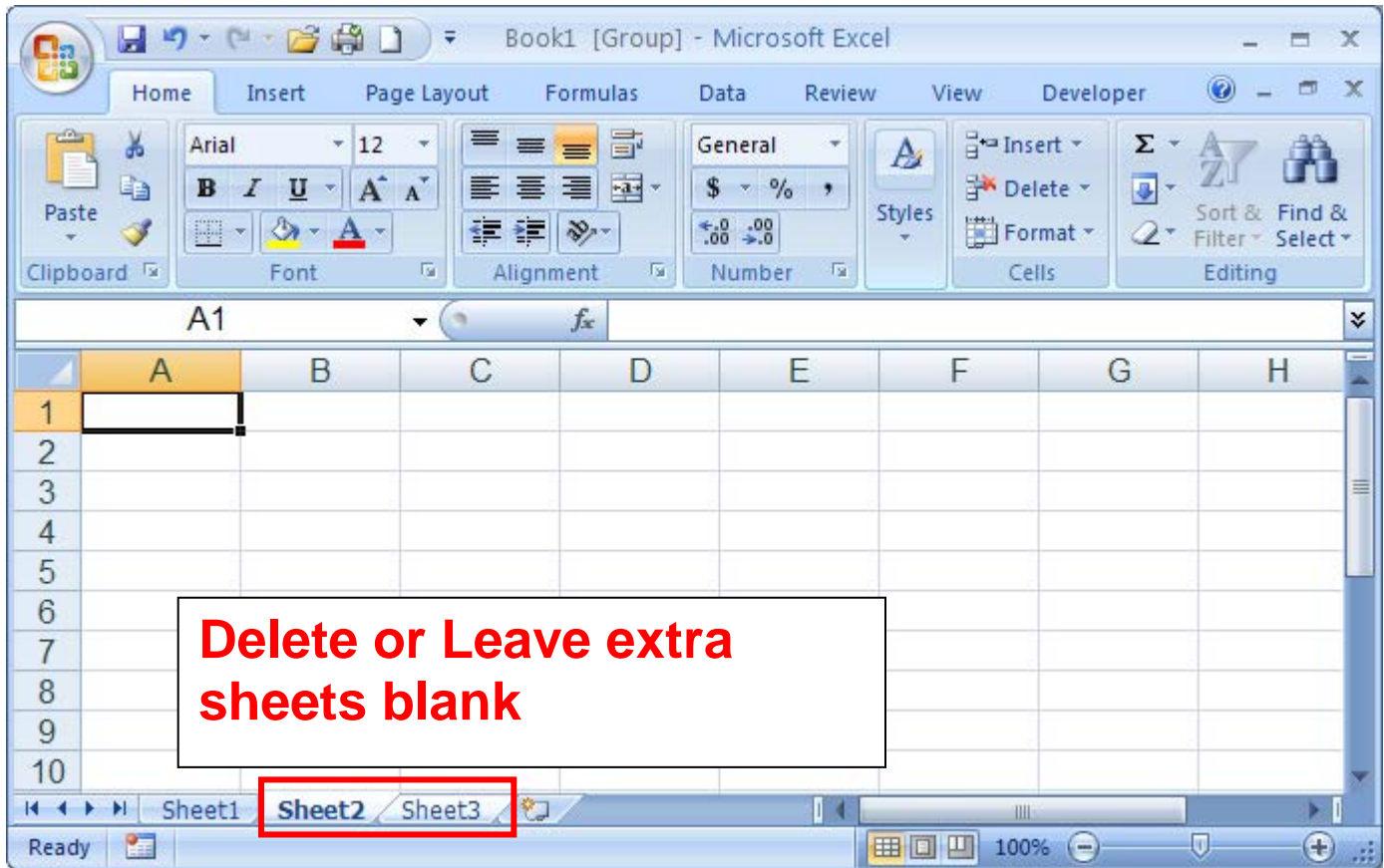
NOTE: The tab name must be less than 17 characters or the file will not upload correctly.

2C. Listed below is a **Table of the Formatting Guidelines:**

| FIELD:	GUIDELINE:	EXAMPLE OF ERROR:
PARCEL	**DA, PU and COR files:** if the first four digits of the Parcel number is less than '8900' then **the last 3 digits must not end in 300-399 or 800-999**	5934820**883** 8584827**999**
	DA Exempt Parcel file: the **first four digits of the Parcel number must be less than '8900'** and **the last 3 digits must end** in 300-399 or 800-999	5934820**543** 8584827**450**
	Must be **10 digits long**	876543210 (9 digits) 87654321089 (11+ digits)
	Must be **all numeric** (No spaces, dashes, letters or special characters such as $,&,%,*, !, #, @, etc.)	8765 432 100 8765**–**432**–**100 8765432**K**00 8765**%**32100 876543210**@**
	Must not contain **duplicate** parcels	8765432100 ~~8765432100~~
	Direct Assessment Parcels **must not** start with '9'	**9**876543210
	Public Utility Parcels **must** start with '9'	**8**765432100
ASSESSMENT AMOUNT	Must not exceed **99,999,999.99**	**1**23,456,789.01
	Must be **all numeric** (No letters or special characters such as $,&,%,*, !, #, @, etc.)	1,234.5**H** **$**1234.50 1234.50***** 12**&**4.50
	Must be **positive** amount	**−**1234.50
	Must not be more **than two decimal format**	1,234.56**7**
	DA and **PU** files must not contain **$0** assessment amount	0.00 or 0 not accepted
	DA Exempt Parcel and Correction files can have **$0** assessment amount	$0 DA or PU amount
AGENCY NUMBER	Must be entered in **cell C1 on the Excel file**	
	Must be in **two decimal format (XXX.XX)**	9999**.**9 99**.**999 9**.**9999 **.**99999

		9999
		999.9
AGENCY NUMBER	Must be **five digits**	9.999
		99.9
	Must be **all numeric** (No letters or special characters such as $,&,%,*, !, #, @, etc.)	99**F**.99

2D. Save and name the Excel file with the following **naming convention**:

File Type:	Naming Convention:	Notes:
Direct Assessment	**DA_20YY_XXXXX**	YY = Fiscal Year, **XXXXX** = Agency #
Public Utility	**PU_20YY_XXXXX**	YY = Fiscal Year, **XXXXX** = Agency #
Correction (DA or PU)	**COR1_20YY_XXXXX** **COR2_20YY_XXXXX** **COR3_20YY_XXXXX** **COR4_20YY_XXXXX**	YY = Fiscal Year, **XXXXX** = Agency #
Exempt Parcels	**EXEMPT_20YY_XXXXX**	YY = Fiscal Year, **XXXXX** = Agency #

NOTE: '<u>Save as type</u>:' can be **either Excel 2010 or 2007 Workbook (*.xlsx) or Excel 97-2003 Workbook (*.xls)**
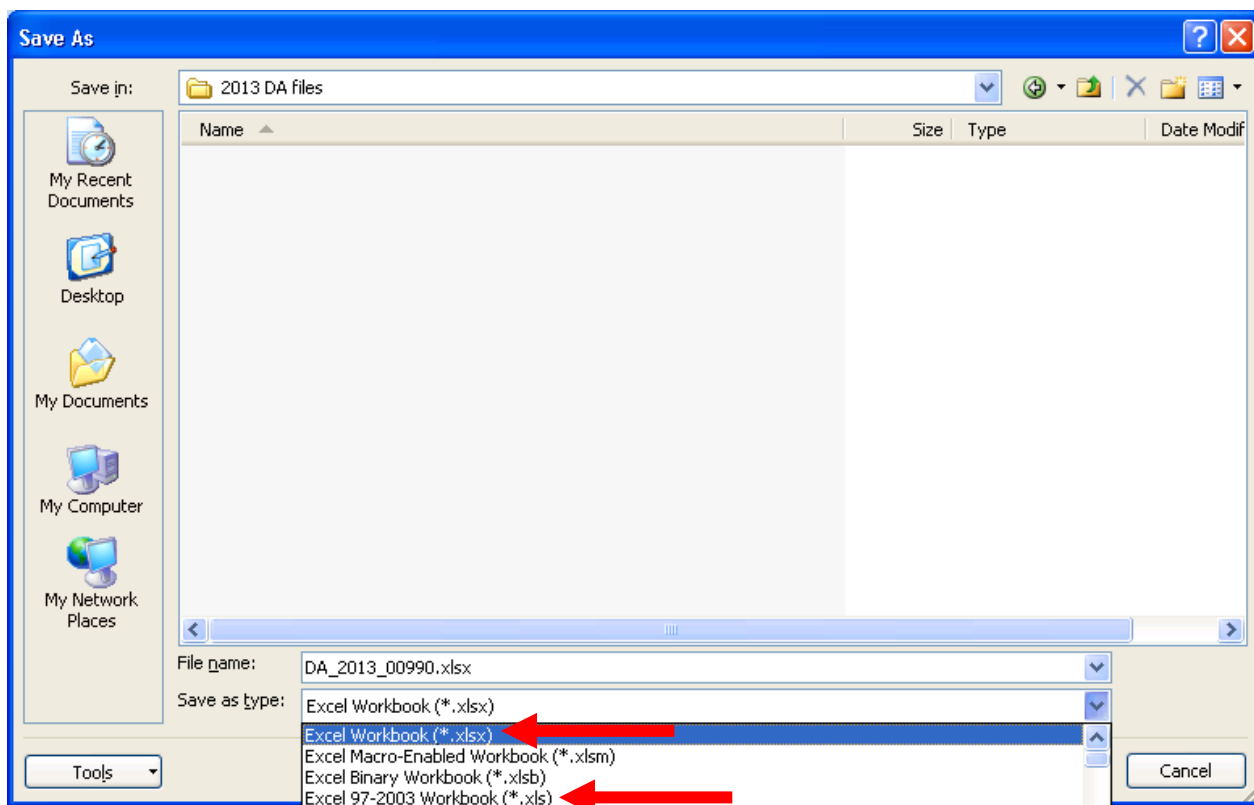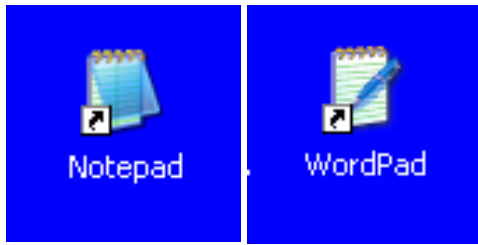

2E. Proceed to the following sections after the files have been formatted and saved.
- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**
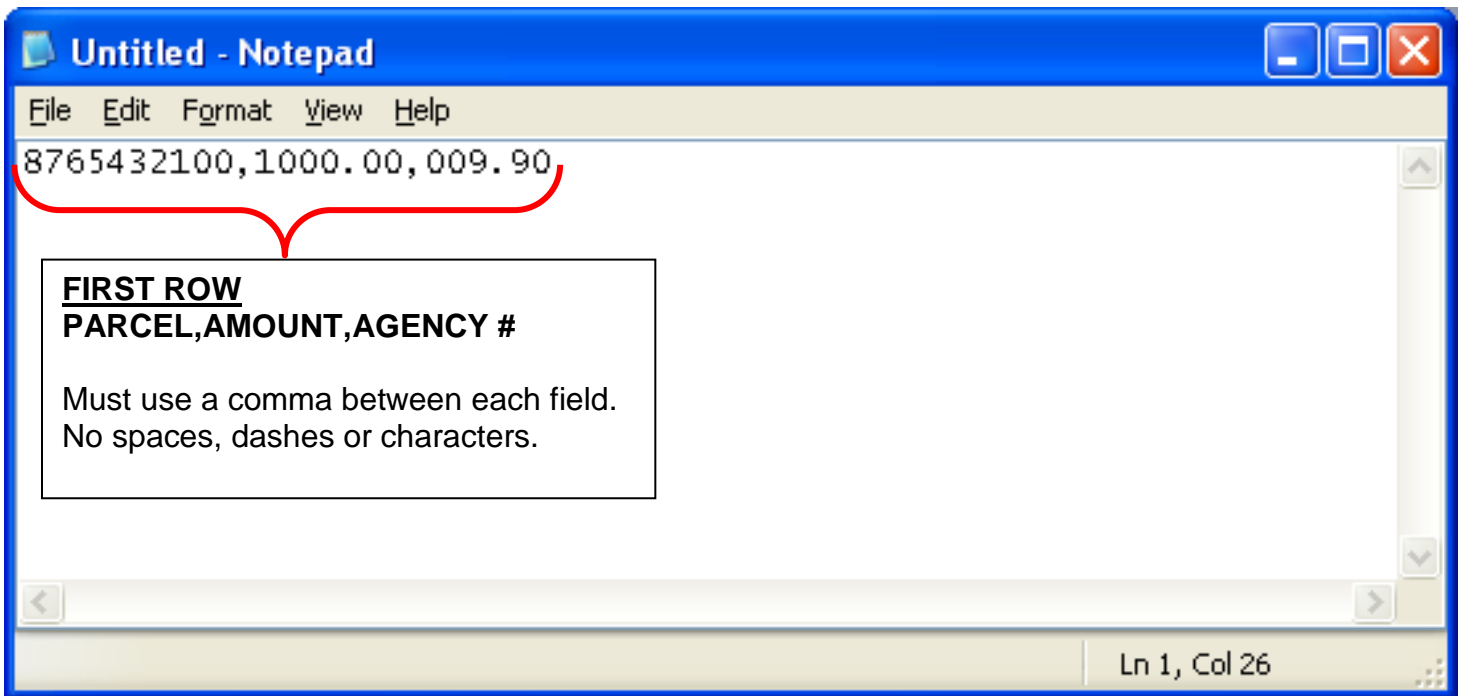
CREATE THE TEXT INPUT DATA FILE

3A. Open **Notepad** or **WordPad**

3B. Enter the following fields on the **first row**:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Agency Number** – enter one occurrence in row 1 only. Must be 5 digits and in 2 decimal format.
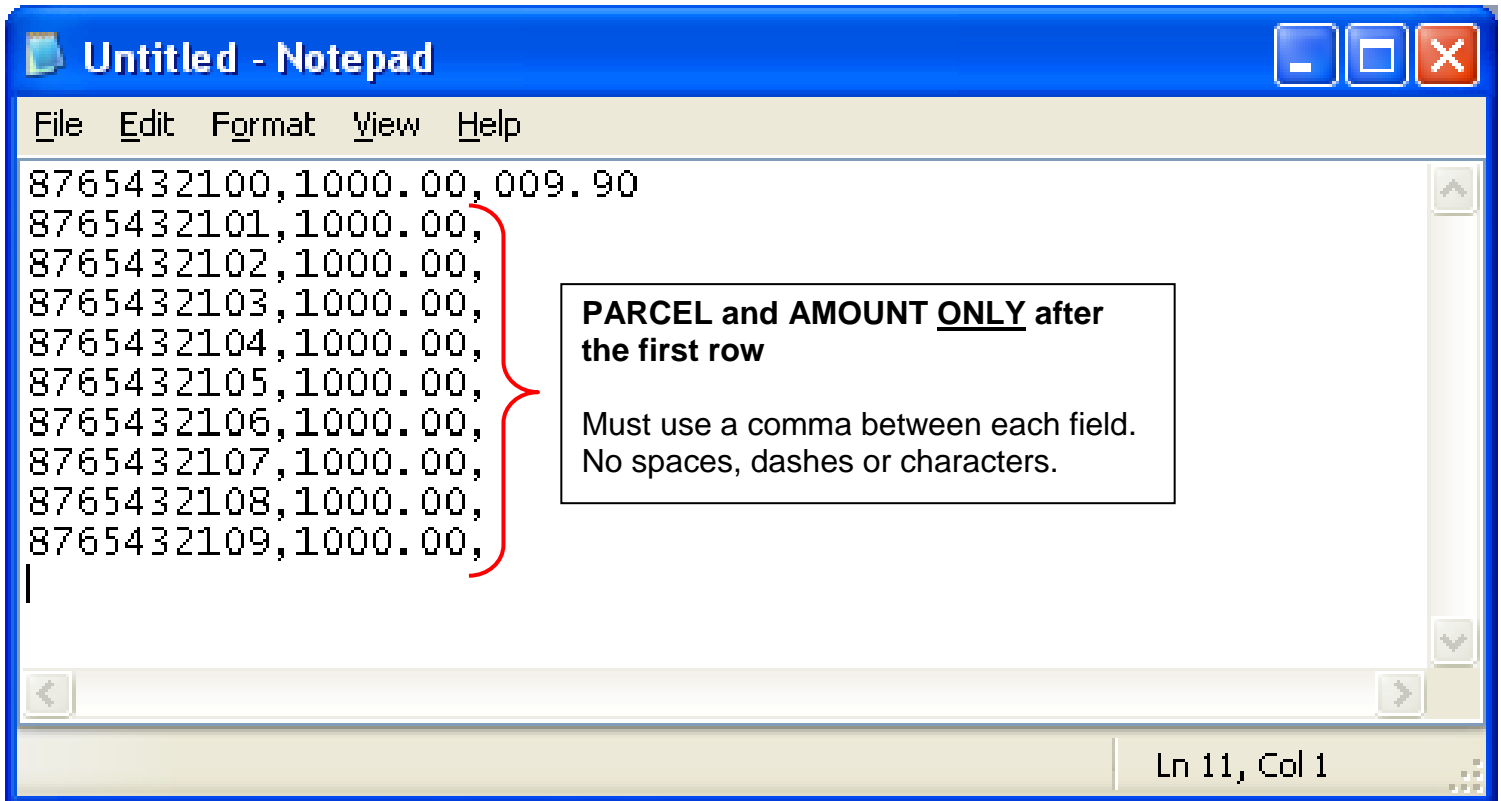
NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, $, %, ^, &, *, etc)

FIRST ROW
PARCEL,AMOUNT,AGENCY #

Must use a comma between each field.
No spaces, dashes or characters.

3C. Enter the following fields <u>after</u> the first row:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Do not enter Agency Number after the first row.**

NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, $, %, ^, &, *, etc)

PARCEL and AMOUNT <u>ONLY</u> after the first row

Must use a comma between each field. No spaces, dashes or characters.

3D. Listed below is a **Table of the Formatting Guidelines**:

FIELD:	GUIDELINE:	EXAMPLE OF ERROR:
PARCEL	**DA, PU and COR files:** if the first four digits of the Parcel number is less than '8900' then **the last 3 digits must not end in 300-399 or 800-999**.	5934820**883** 8584827**999**
	DA Exempt Parcel file: the **first four digits of the Parcel number must be less than '8900'** and **the last 3 digits must end** in 300-399 or 800-999.	5934820**543** 8584827**450**
	Must be **10 digits long**	876543210 (9 digits) 87654321089 (11+ digits)
	Must be **all numeric** (No spaces, dashes, letters or special characters such as $,&,%,*, !, #, @, etc.)	8765 432 100 8765**–**432**–**100 8765432**K**00 8765**%**32100 876543210**@**
	Must not contain **duplicate** parcels	8765432100 ~~8765432100~~
	Direct Assessment Parcels **must not** start with '9'	**9**876543210
	Public Utility Parcels **must** start with '9'	**8**765432100
ASSESSMENT AMOUNT	Must not exceed **99,999,999.99**	**1**23,456,789.01
	Must be **all numeric** (No letters or special characters such as $,&,%,*, !, #, @, etc.)	1,234.5**H** **$**1234.50 1234.50***** 12**&**4.50
	Must be **positive** amount	**−**1234.50
	Must not be more **than two decimal format**	1,234.56**7**
	DA and **PU** files must not contain **$0** assessment amount	0.00 or 0 not accepted
	DA Exempt Parcel and Correction files can have **$0** assessment amount	$0 DA or PU amount
AGENCY NUMBER	Must be entered in **cell C1 on the Excel file**	
	Must be in **two decimal format (XXX.XX)**	9999**.**9 99**.**999 9**.**9999 **.**99999

AGENCY NUMBER	Must be **five digits**	9999
		999.9
		9.999
		99.9
	Must be **all numeric** (No letters or special characters such as $,&,%,*, !, #, @, etc.)	99**F**.99

3E. Save and name the Text file with the following **naming convention**:

File Type:	Naming Convention:	Notes:
Direct Assessment	**DA_20YY_XXXXX**	**YY** = Fiscal Year, **XXXXX** = Agency #
Public Utility	**PU_20YY_XXXXX**	**YY** = Fiscal Year, **XXXXX** = Agency #
Correction (DA or PU)	**COR1_20YY_XXXXX** **COR2_20YY_XXXXX** **COR3_20YY_XXXXX** **COR4_20YY_XXXXX**	**YY** = Fiscal Year, **XXXXX** = Agency #
Exempt Parcels	**EXEMPT_20YY_XXXXX**	**YY** = Fiscal Year, **XXXXX** = Agency #

NOTE: '**Save as type:**' should be Text Documents **(*.txt)** and click the **Save** button.
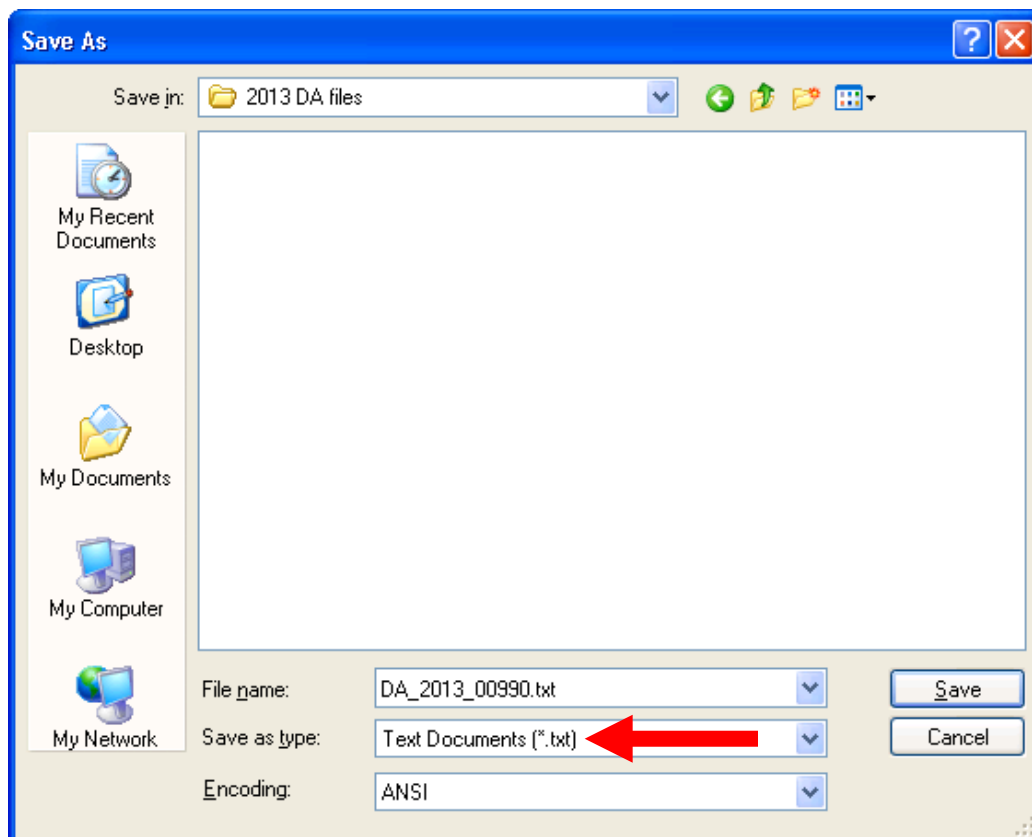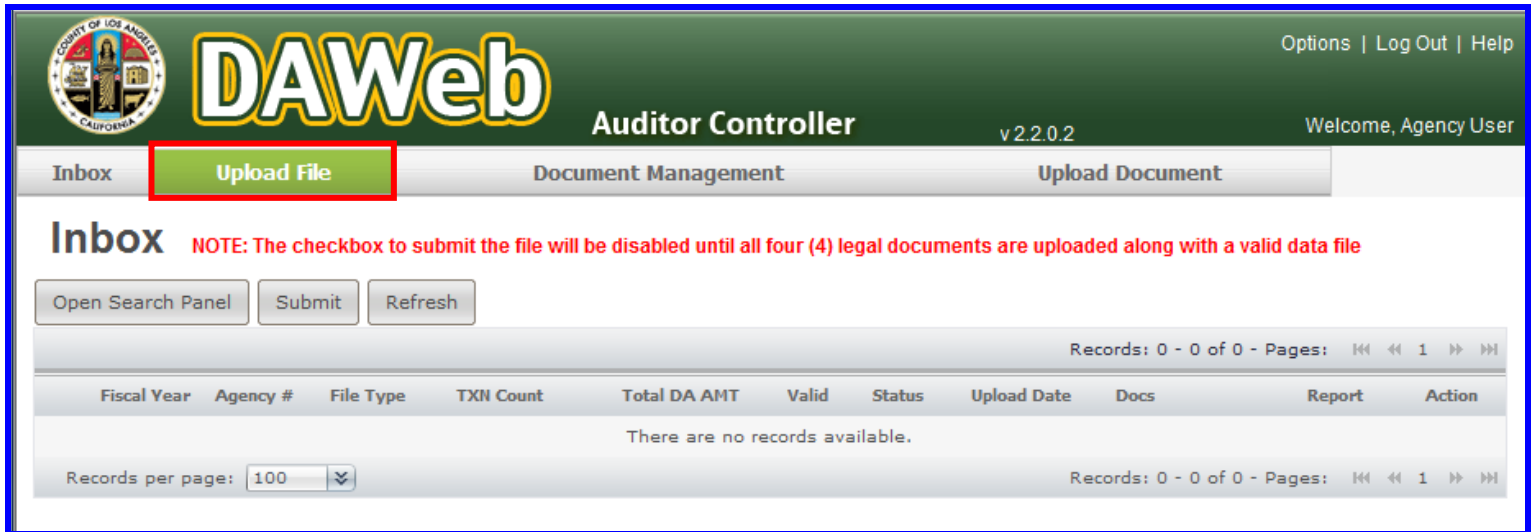
3F. Proceed to the following sections after the files have been formatted and saved.
- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**

UPLOAD ORIGINAL DIRECT ASSESSMENT AND PUBLIC UTILITY FILES
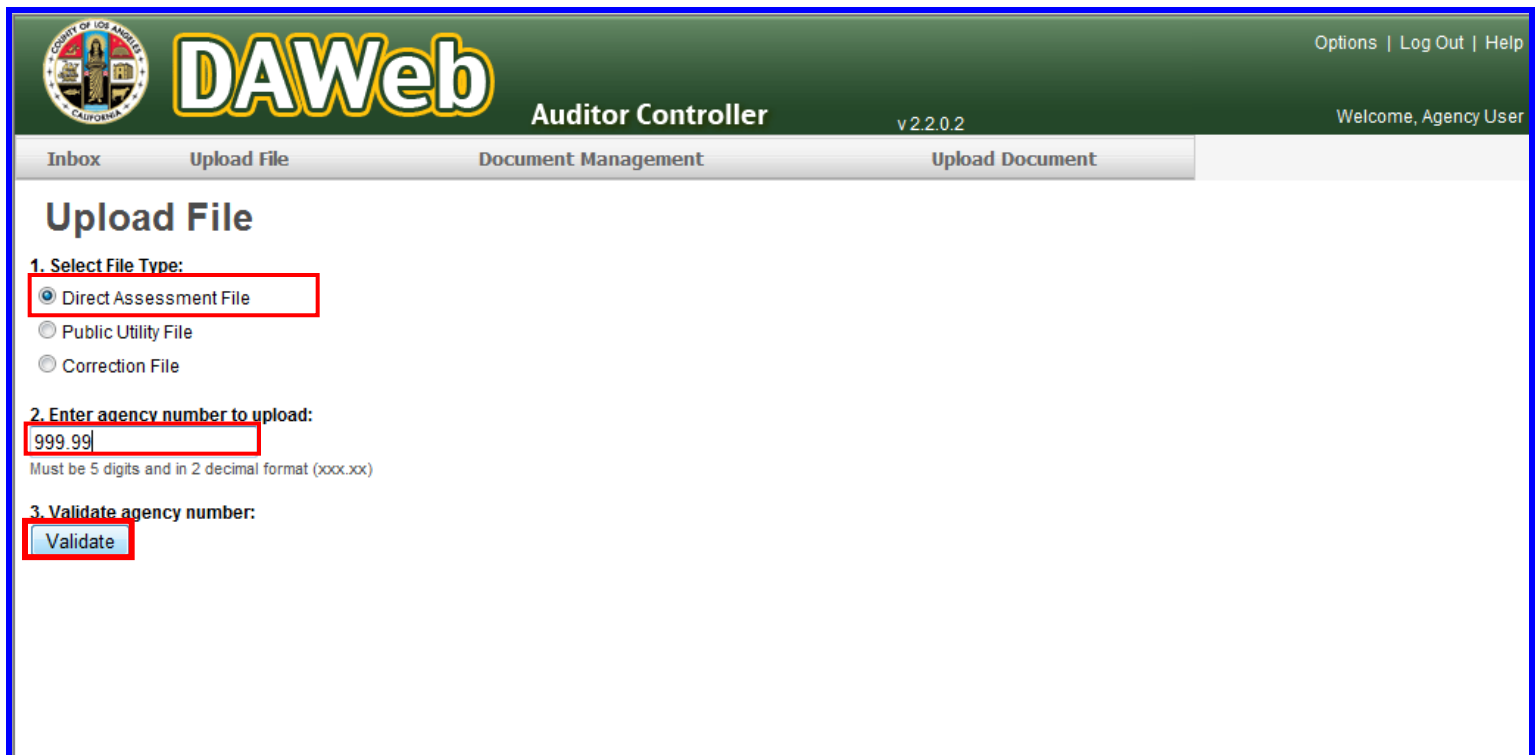
4A. To upload a file, click the **Upload File** tab.

4B. Perform the following upload steps:
1. **Select the type of file** to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button and steps 4 and 5 will appear.

NOTE: An original Direct Assessment or Public Utility file must be uploaded before a Correction file can be uploaded for the same agency number. To upload a correction file, go to '**Upload Correction File and Correction Data Transmittal**' section **(P. 87)**.

4C. Click the **Browse** button in step 4, select a file to upload and click the **open** button or double-click on a file to upload.

NOTE: Below are the average Excel and Text file upload times during peak hours of DAWeb access. Files with more than 150,000 records will be part of the nightly upload cycle and will be ready for processing the following day.

NUMBER OF RECORDS IN FILE	AVERAGE UPLOAD TIME FOR EXCEL FILES
5,000 or less	Less than 1 minute
5,001 – 10,000	1 minute
10,001 – 30,000	1 – 2 minutes
30,001 – 40,000	2 – 3 minutes
40,001 – 50,000	3 – 5 minutes
50,000 – 75,000	5-10 minutes
75,000 – 100,000	10-15 minutes
100,001 – 150,000	25-30 minutes
150,001 or more	Overnight

4D. Move the cursor over the white file area to display the file name. If the file name is correct, then click the **Upload** button in step 5.

4E. A **message** will pop up under the Upload button after the file loaded successfully. **To load additional file(s), click the Reset button and repeat steps 4B to 4G.**

4F. To upload a Public Utility File, select Public Utility file in step 1 and repeat steps 4B to 4G.

NOTE: Large files **(over approximately 150,000 transactions, .xlsx or .txt files greater than 2 MB or .xls files greater than 5 MB)** will be imported to DAWeb after business hours and will appear in the Inbox the following morning. **A large file message will display at the bottom of the upload page. If the large file is uploaded before 10:00 p.m., it will be available the following day. Contact the DA Unit if you need to upload a data file larger than 150,000 transactions.**

Inbox	Upload File	Document Management	Upload Document

Upload File

1. Select File Type:

⊙ Direct Assessment File

◯ Public Utility File

◯ Correction File

2. Enter agency number to upload:

    999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

    Validate

4. Select File to upload:

[no files selected]	Browse

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

    Upload   Reset

Successfully uploaded files:
DA_2013_99999_150K.txt
Large files (approximately over 150,000 transactions, .xlsx or .txt files > 2 MB or .xls files > 5 MB) will be imported today after business hours. Check DAWeb for your file tomorrow.

NOTE: If the Agency Number entered on the Upload page **does not match** the Agency Number on the uploaded file, then a pop-up message will ask you to **select the correct Agency Number**.

Inbox	Upload File	Document Management	Upload Document

Upload File

1. Select File Type:

⊙ Direct Assessment File

◯ Public Utility File

◯ Correction File

2. Enter agency number to upload:

    999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

The agency number on uploaded file does not match with input. Please select an agency number:

You entered:	999.99 ◯
On file:	999.90 ◯

    Select   Cancel

3. Validate agency number:

    Validate

4. Select File to upload:

[no files selected]	Browse

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

    Upload   Reset

NOTE: If the uploaded file contains an **invalid Agency number** that you do not have access to, **the invalid Agency number can not be selected** and the pop-up message will state that **'You do not have access to this Agency number'**.

- If both Agency numbers are incorrect, then click **Cancel** and **repeat steps 4B to 4G.**

4G. To view the uploaded file, click the **Inbox** tab.

4H. Shown below is a sample of the **Inbox**.

NOTE: Listed below are **descriptions of the Inbox fields**. **Fields #1 to 9 can be sorted by clicking on each column header**. Ascending order sort is indicated by ▲. Click the same field again for descending order sort ▼. The example above is sorted by Upload Date.

1	**Fiscal Year**	Fiscal Year that the Agency Number was processed.
2	**Agency #**	Direct Assessment Agency Number assigned to each agency by the Auditor-Controller.
3	**File Type**	File Type submitted for STR processing. 3 file types: **Direct Assessment (DA), Public Utility (PU) and Correction (COR version)** files.
4	**TXN Count**	Total transaction count on the input file
5	**Total DA AMT**	Total assessment amount on the input file
6	**Valid**	Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). Invalid files must be fixed before proceeding.
7	**Status**	Tracks the progress of the agency number throughout the DA process.
8	**Upload Date**	Indicates the date the file was uploaded to DAWeb
9	**Docs**	The number of legal documents uploaded by an agency (**ie: Resolution, Agency Information Sheet, Billing Agreement, and Data Transmittal**).
10	**Report**	**PCL CHG RPT**: Generates the Parcel Change Report by clicking on the link. **Data Transmittal:** Generates the Data Transmittal by clicking on the link. **History:** Shows the status of the agency number throughout the DA process. **Detail RPT:** Generates the Detail Report by clicking on the link.
11	**ACTION**	**Check In / Check Out:** **Check In** allows other users with access to the same Agency number to access, edit, delete or submit the file. **Check out** allows a user to lock the file and keep other users with access to the file from accessing, editing, deleting or submitting the file. **Edit:** Click the 'Edit' link to correct errors in the Edit mode. **Delete:** Click the 'Delete' link to delete the file from the Inbox.

4I. The example shows the Inbox with **Fiscal Year (2013)**, **Agency number (999.99)**, **File Type** (DA and PU) and **Status** (Work in Progress). One file is not valid (Valid = 'no') and one is valid (Valid = 'yes'). **If Valid = 'no'** then proceed to **Correct the Data File in Edit Mode** section **(P. 53). Proceed to the next step if Valid = 'yes'.**

NOTE: The Parcel Change Report AND Data Transmittal links are disabled when **VALID = 'no'**.

4J. For the **valid** file, click the **PCL CHG RPT** link under the Report column to retrieve the Parcel Change Report. The report can be exported to PDF or Excel.

4K. Blank **Parcel Change Report** means that there are no parcel changes for the selected file.

NOTE: Print or **Export** the Parcel Change Report if it is **not blank** and proceed with the following options:

• Delete the current file from the Inbox and upload new file with parcel changes included in the file	Go to **'Create the Excel File Input' (P.19)** OR **Create the Text File Input' (P. 28)**
• Add new parcels and delete old parcels in Edit mode	Go to **'Correct a File in Edit Mode' (P. 53)**
• Complete Upload Original DA file process AND	Go to **'Upload Correction File and Correction Data Transmittal' (P.87)**
• Submit parcel changes as corrections	
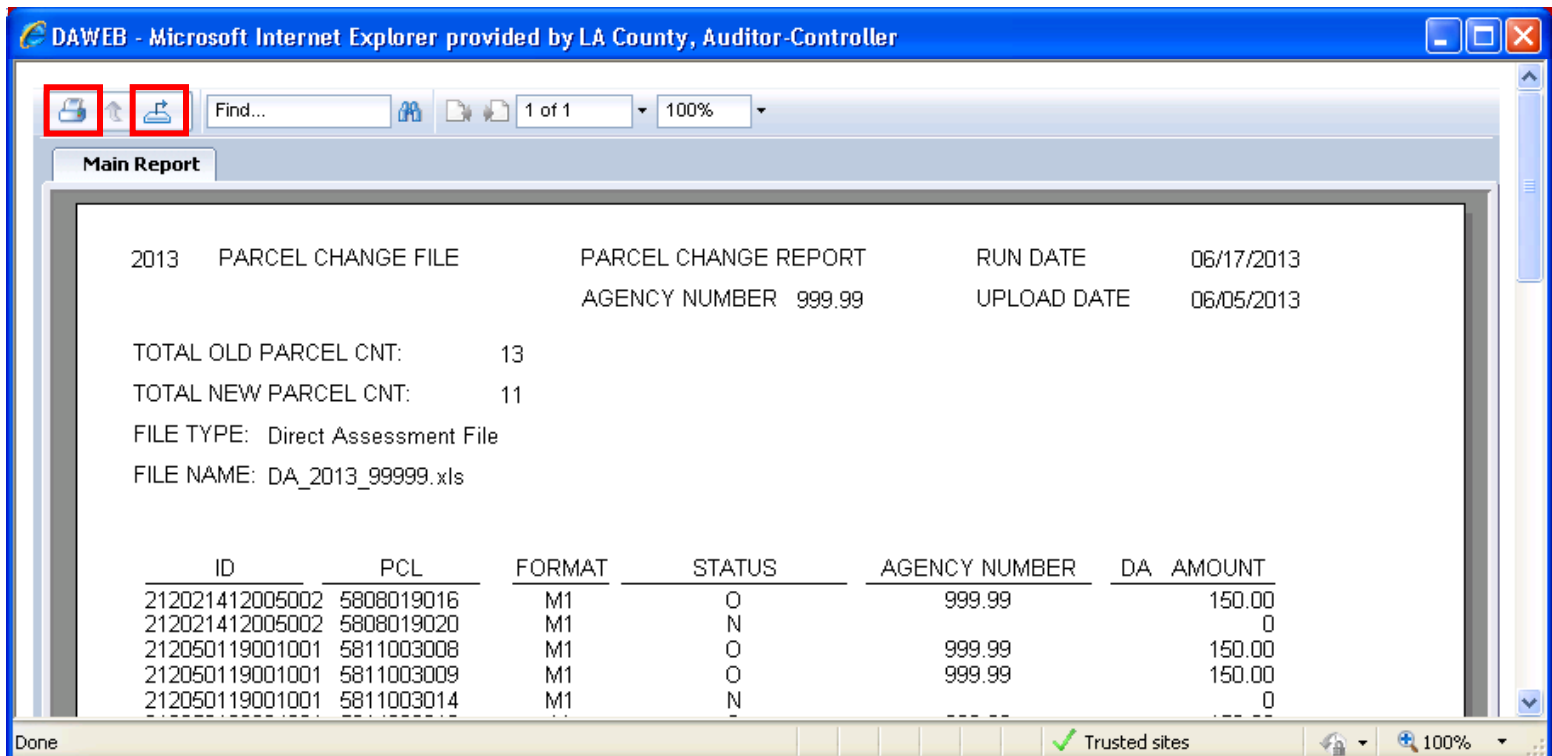
4L. Click the **History/Detail Report** link under the **Report** column to see the parcel and amount detail in the uploaded file. **The Detail Report can be exported as .csv file for accounts with 150,000 transactions or less.**

NOTE: Contact the DA Unit if you need to export a file larger than 150,000 transactions.

4M. The **File History** tracks and logs the status of the file as it goes through the Direct Assessment process. The **Detail Report** is a copy of the file uploaded by the agency. The **Comment** column displays error messages for parcel numbers and/or amounts that are incorrectly formatted.

To export the Detail Report as .csv file, click the **Export Transactions to File** button.

4N. Click the **Open** button to view the file.
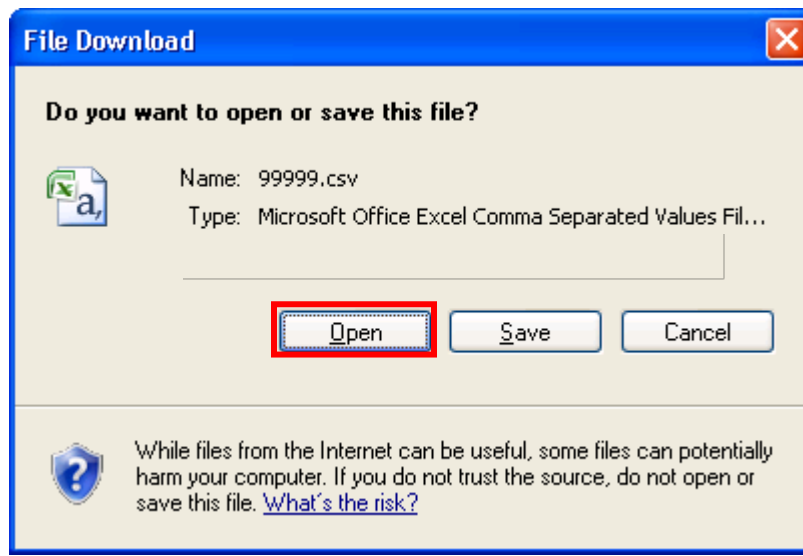
4O. Locate the rows that have comments/error messages and update the parcel number and/or amount containing the error.
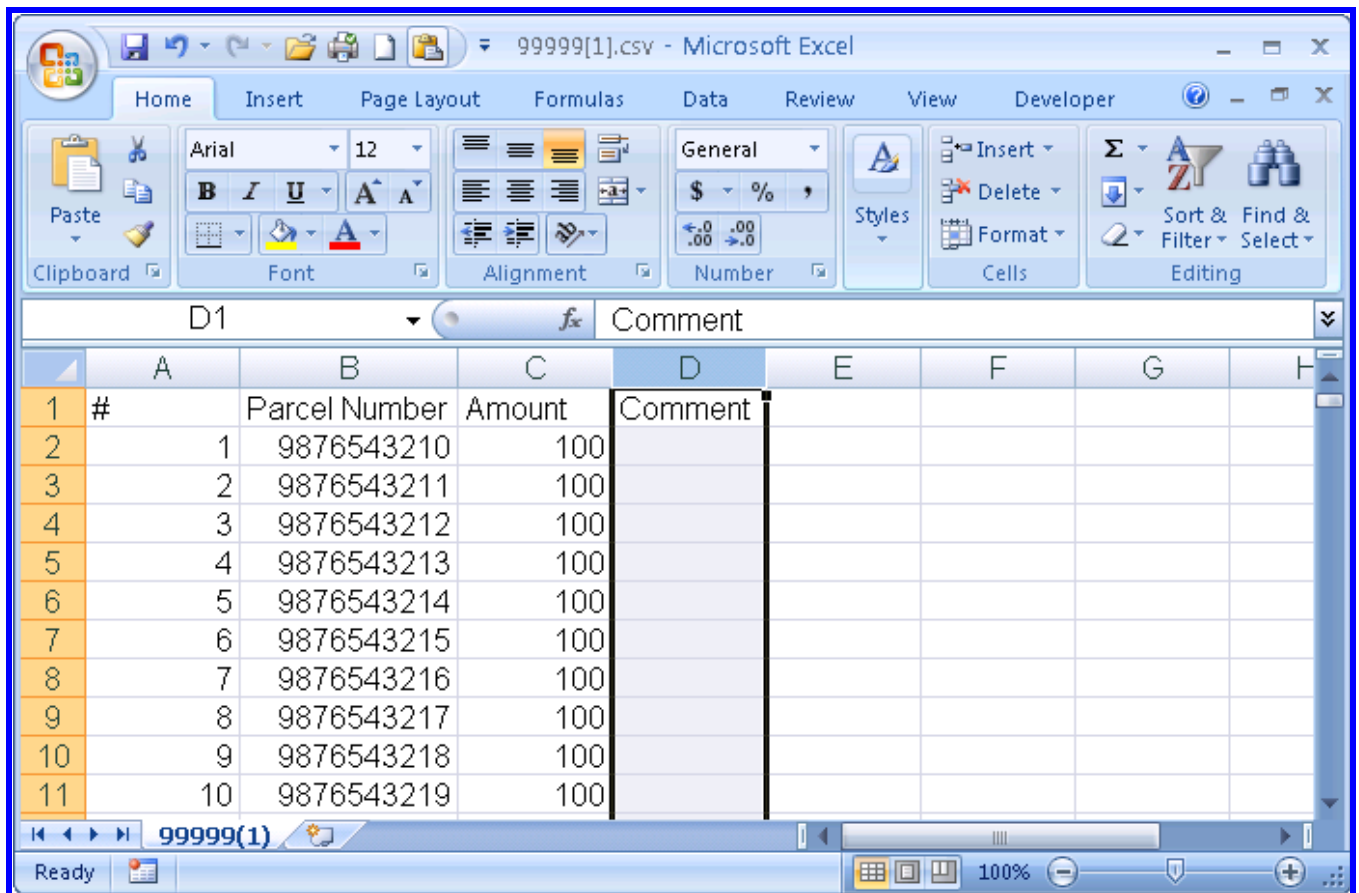
4P. To delete the heading row, right click on row '1' and select **Delete** from the pop-up window.
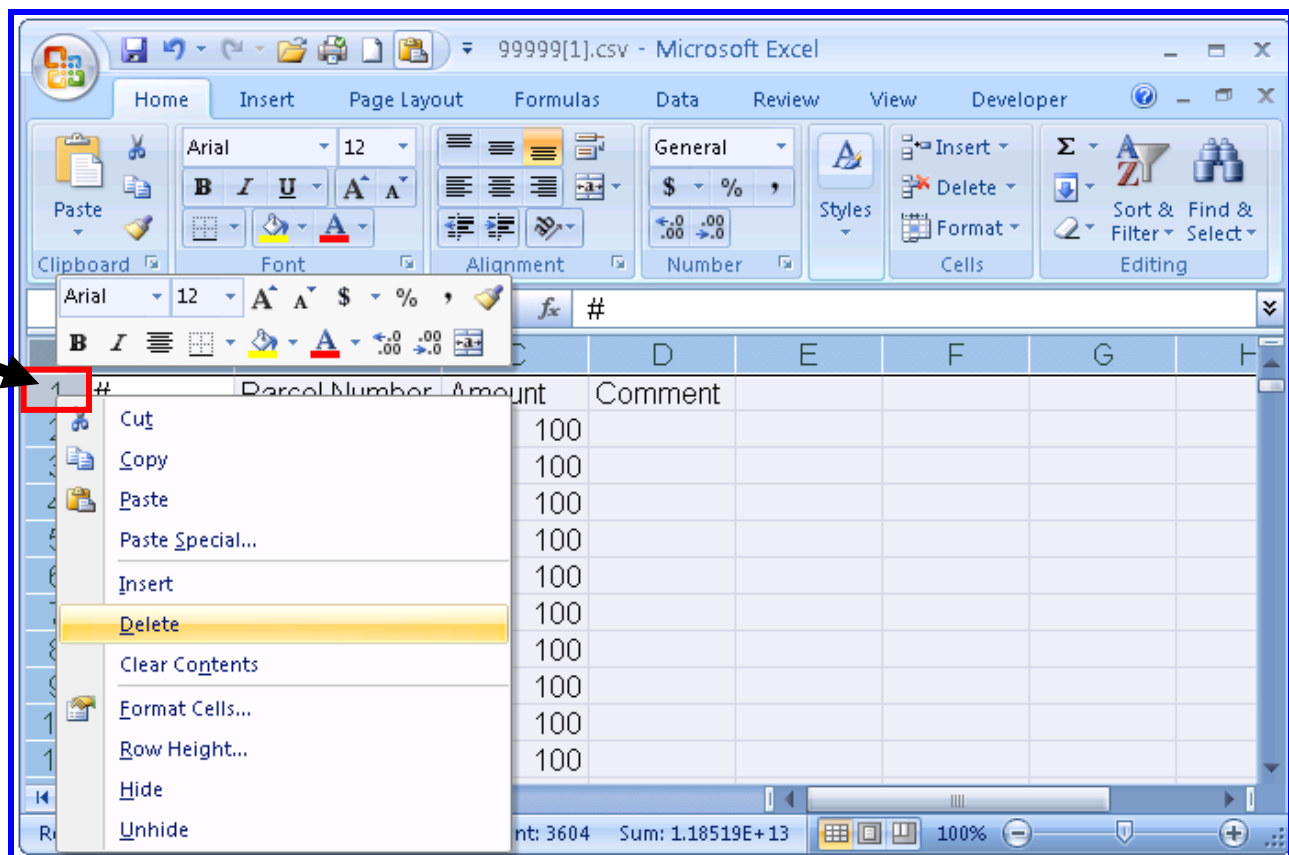
4Q. To delete the Line number and Comment columns, right click on columns 'A' and 'D' and select **Delete** from the pop-up window.
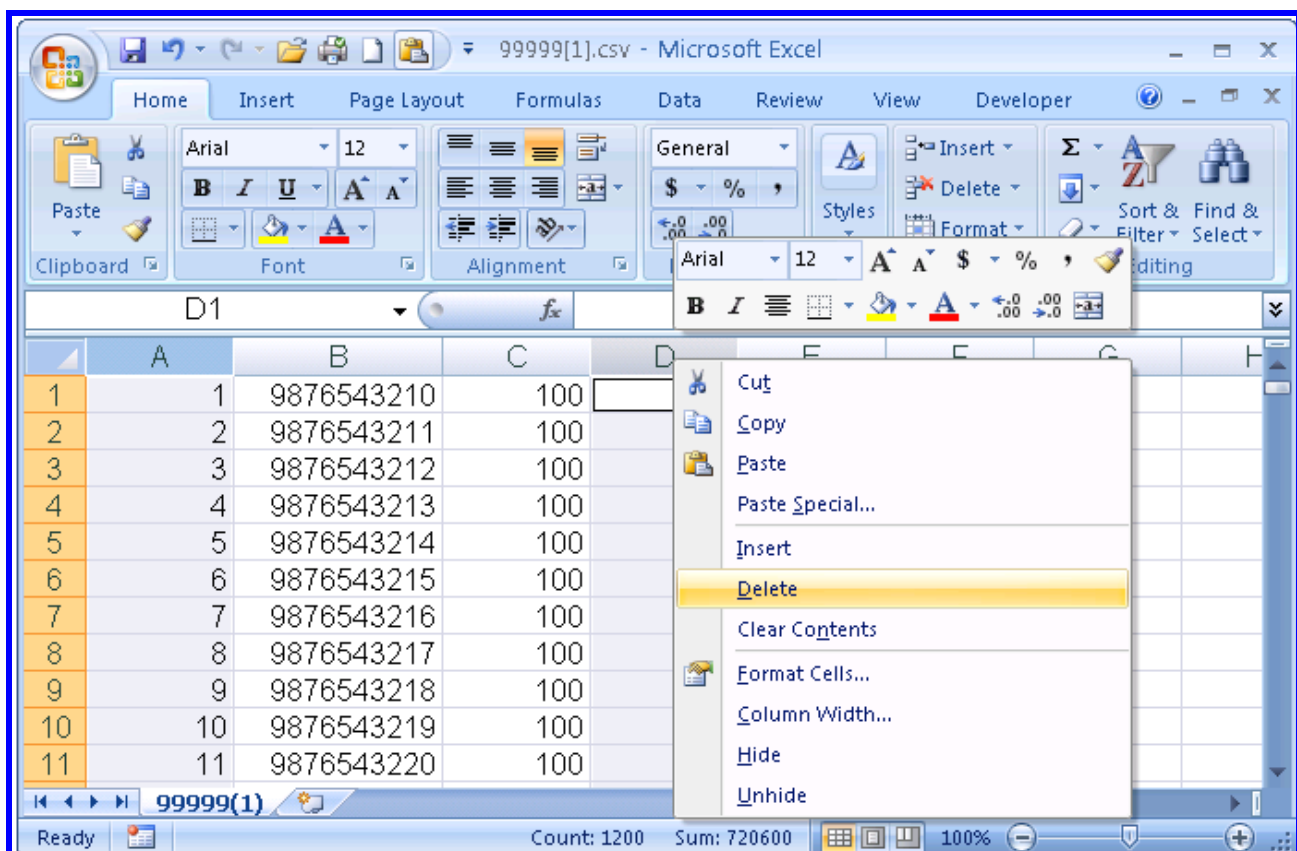
4R. Enter the agency number in cell '**C1**'.
   NOTE: Format cell C1 to Text format if your account number contains leading and/or ending zeros.
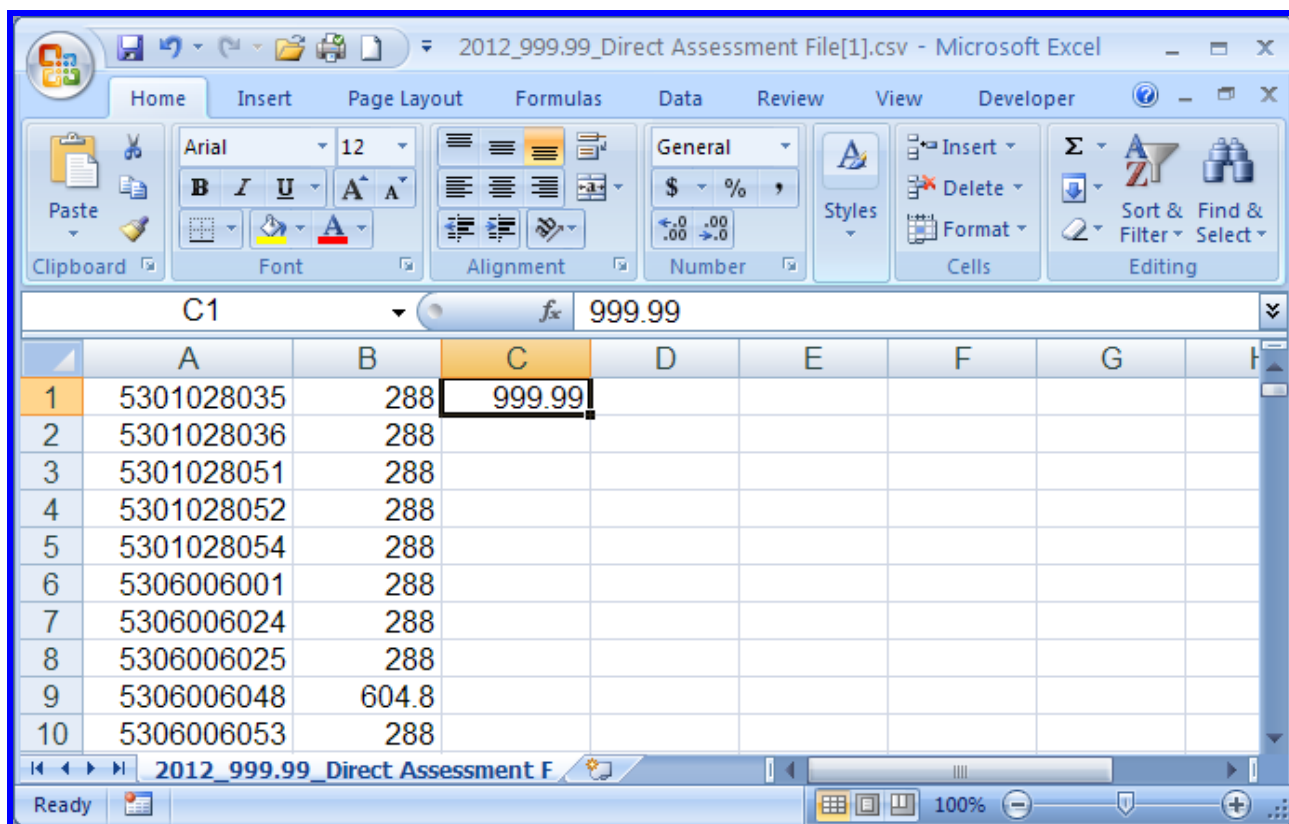
4S. From the menu bar, select **File**, <u>**Save As.**</u>
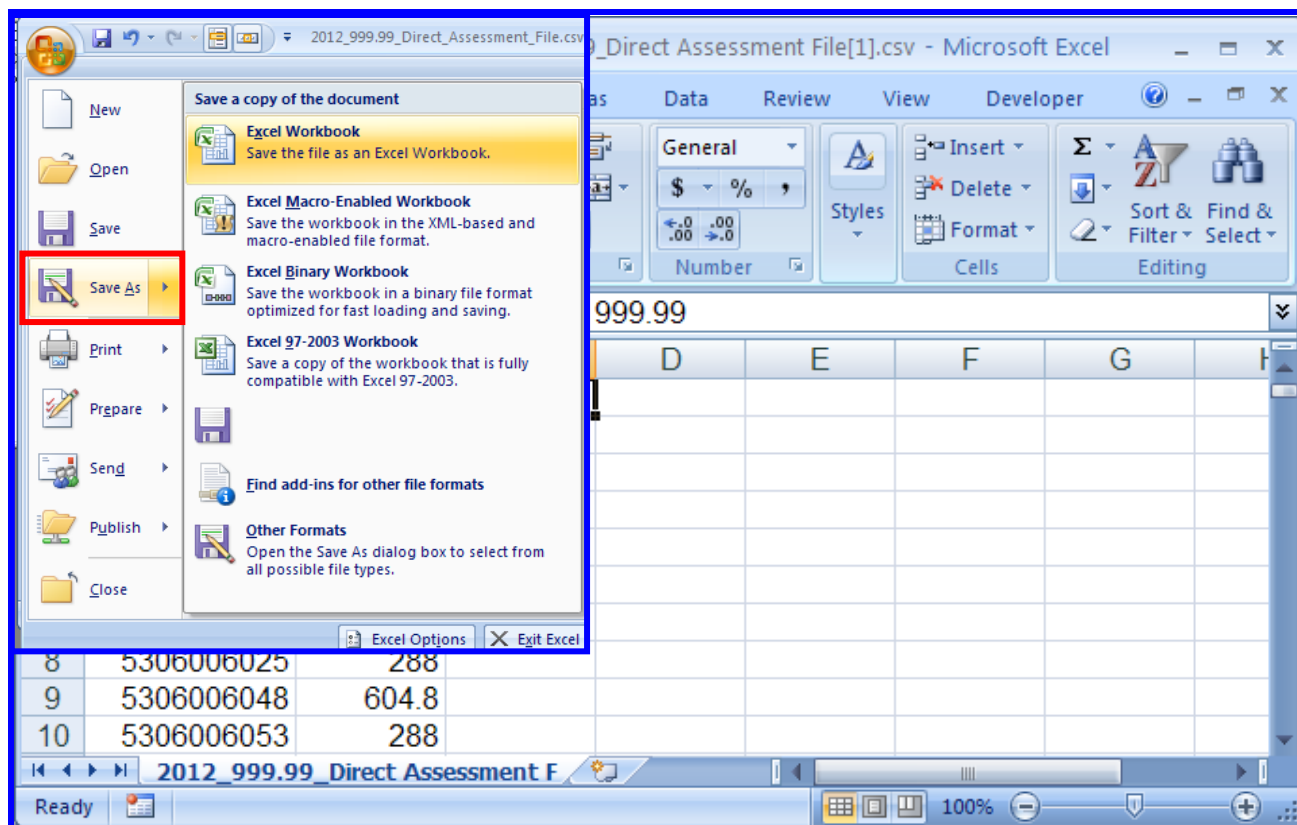
4T. To save as Excel file, choose a location where you want to save the file, rename the file, in the drop-down menu select '**Save as type**' as Excel Workbook (.xls or .xlsx) and click the **Save** button. To save as a Text file, skip to **step 4V**.
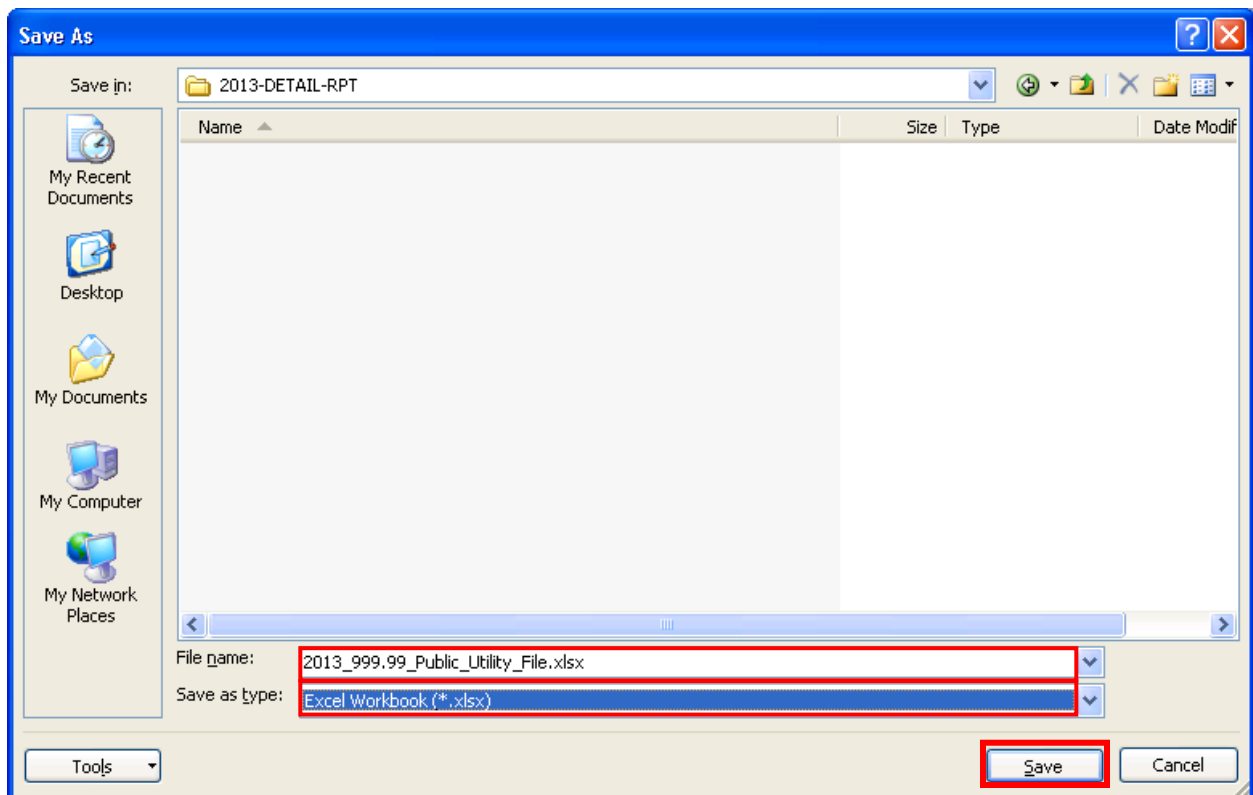
4U. The Detail file extension has been updated to **.xlsx** in the example below.
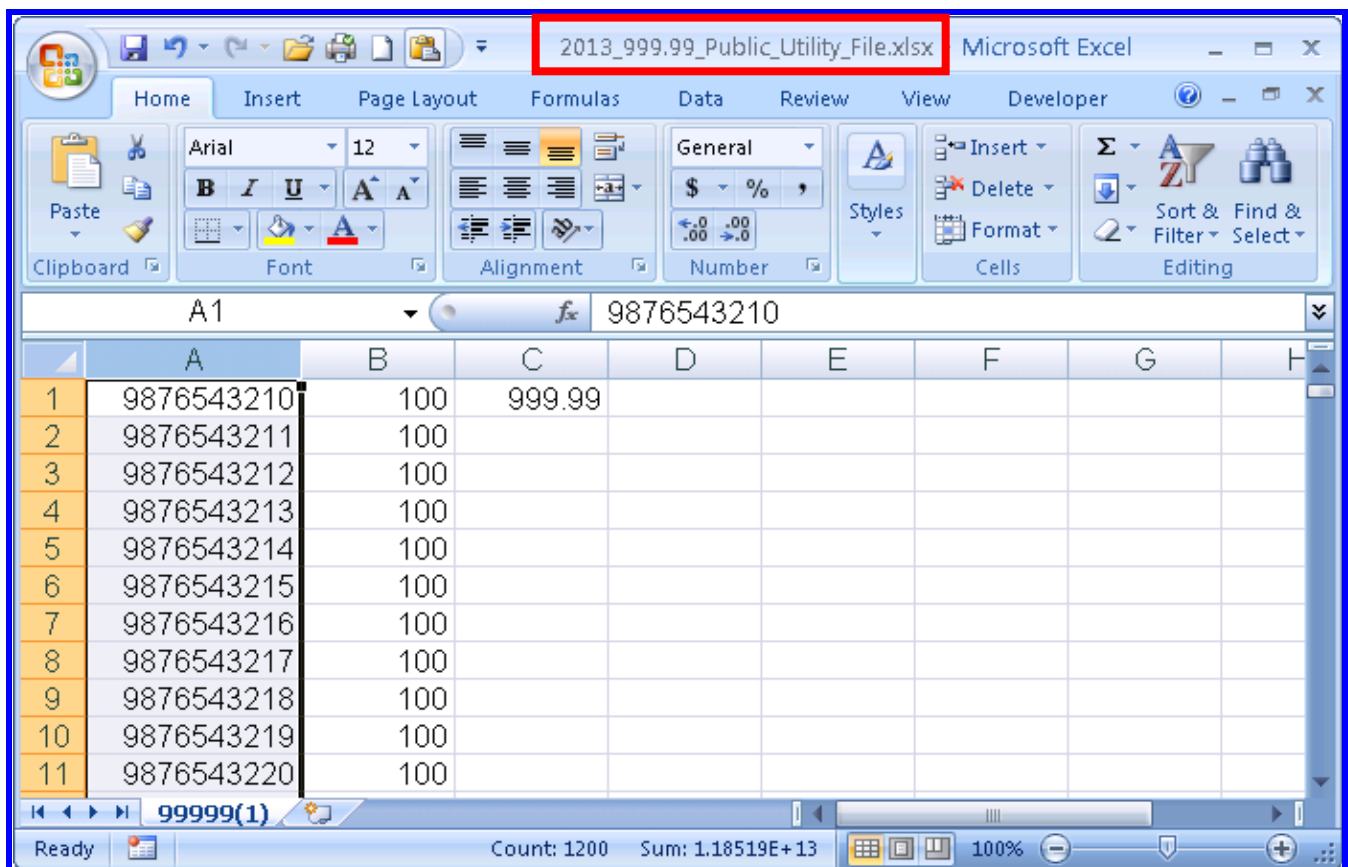
4V. To save as Text file, choose a location where you want to save the file, rename the file, select **CSV (Comma delimited)(*.csv)** in the '**Save as type'** drop-down box and click the **Save** button.
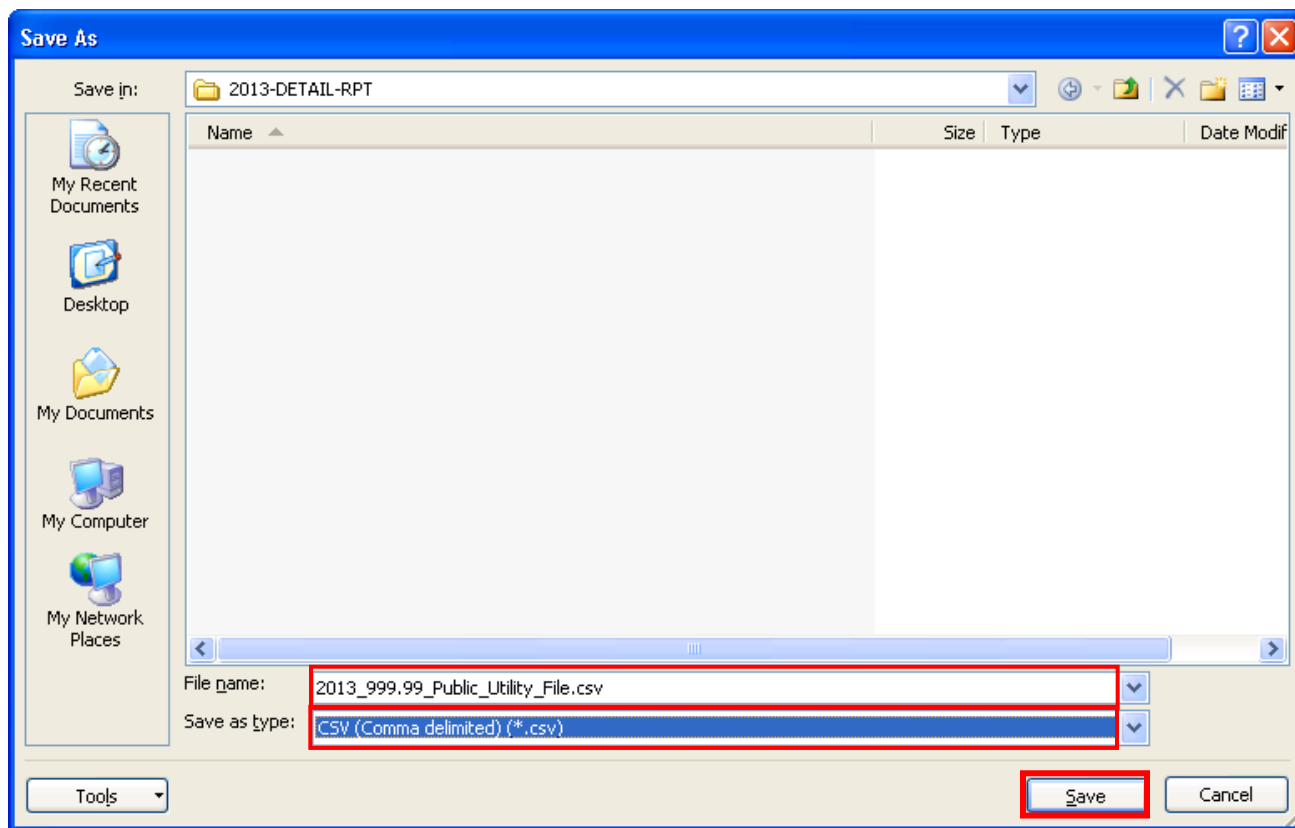
4W. Click the **Yes** button when the pop-up message appears.
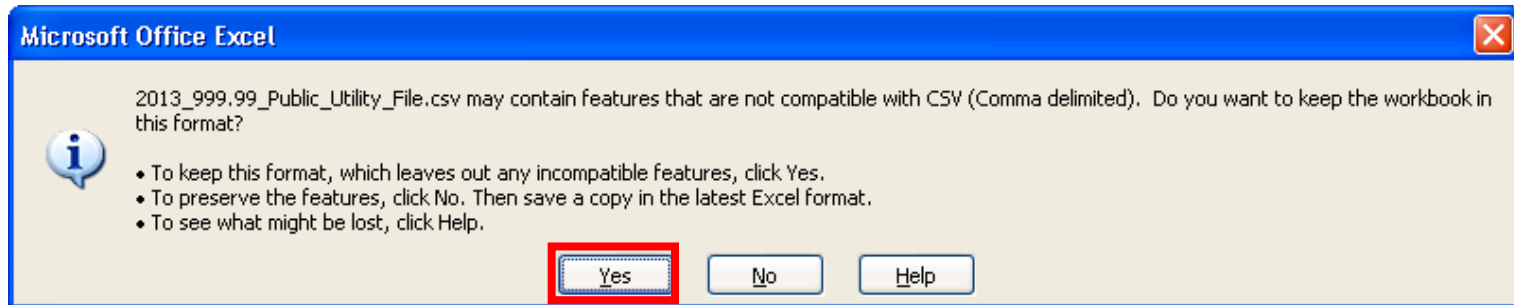
4X. The Detail file extension has been updated to **.csv** in the example below. Click the 'X' to close the application.
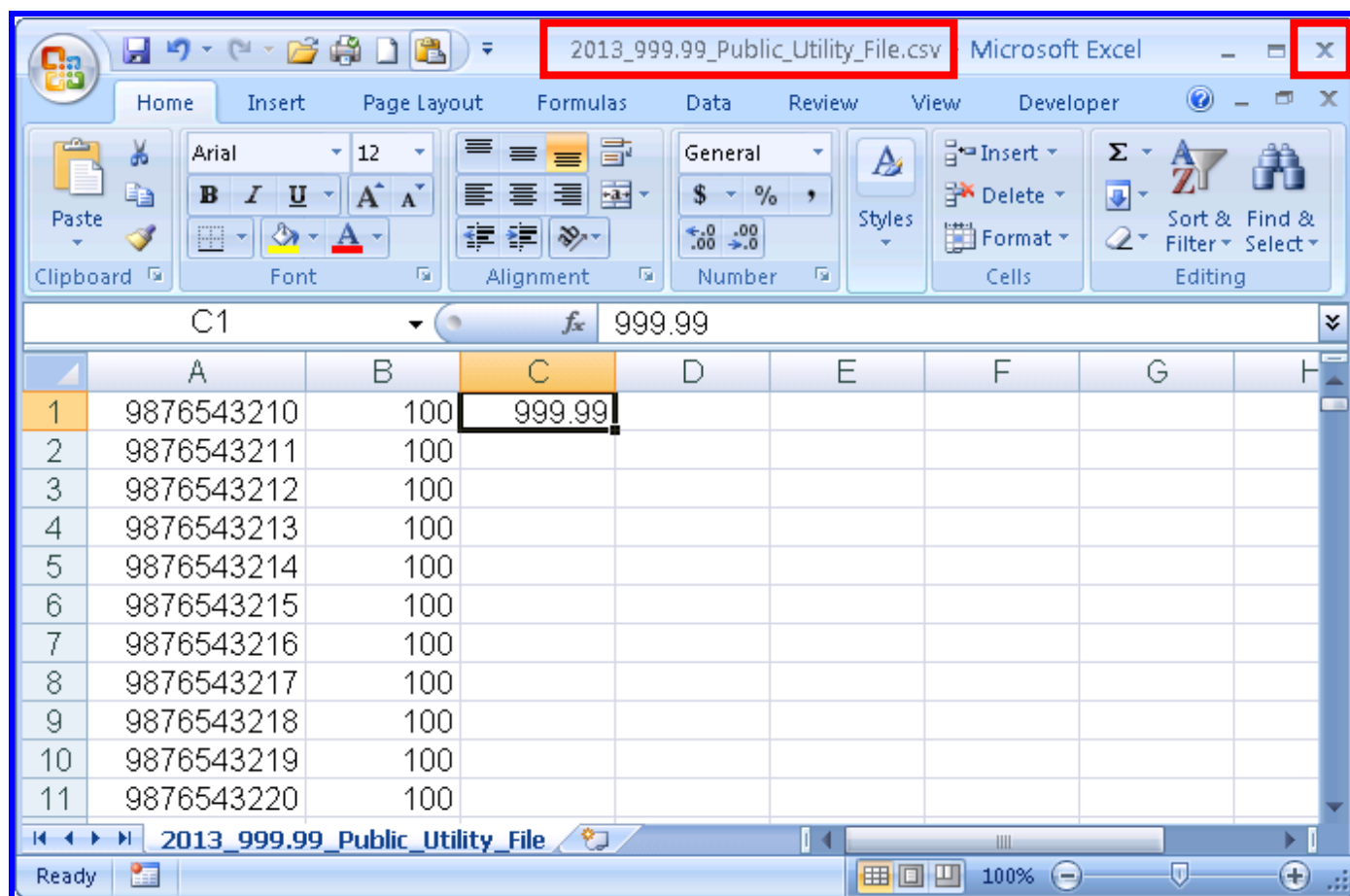
4Y. Click the **NO** button when the pop-up message appears.
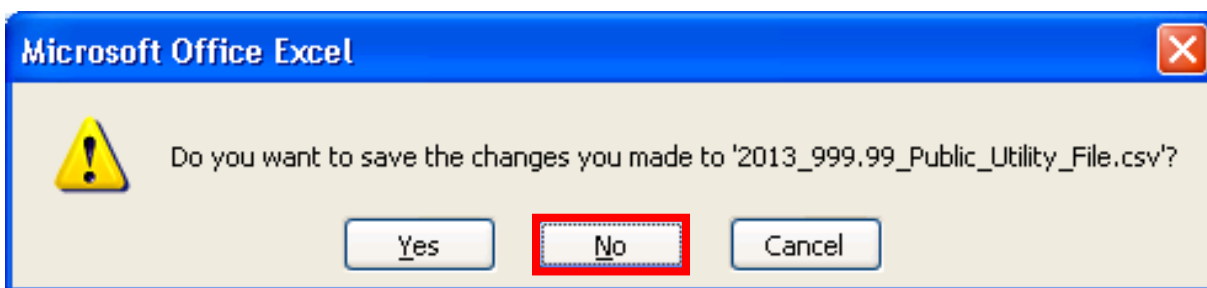
4Z.   Locate the folder where you saved the .csv file, right click on the file and select **Open With, Choose Program…**
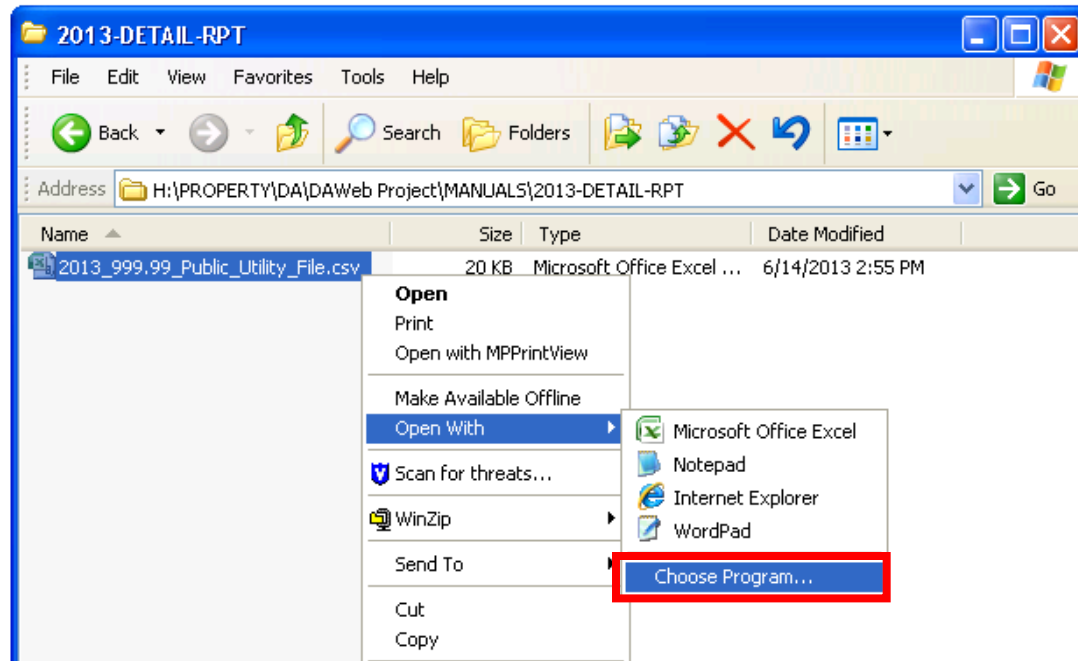
4AA. Select **Notepad** and click the **OK** button.
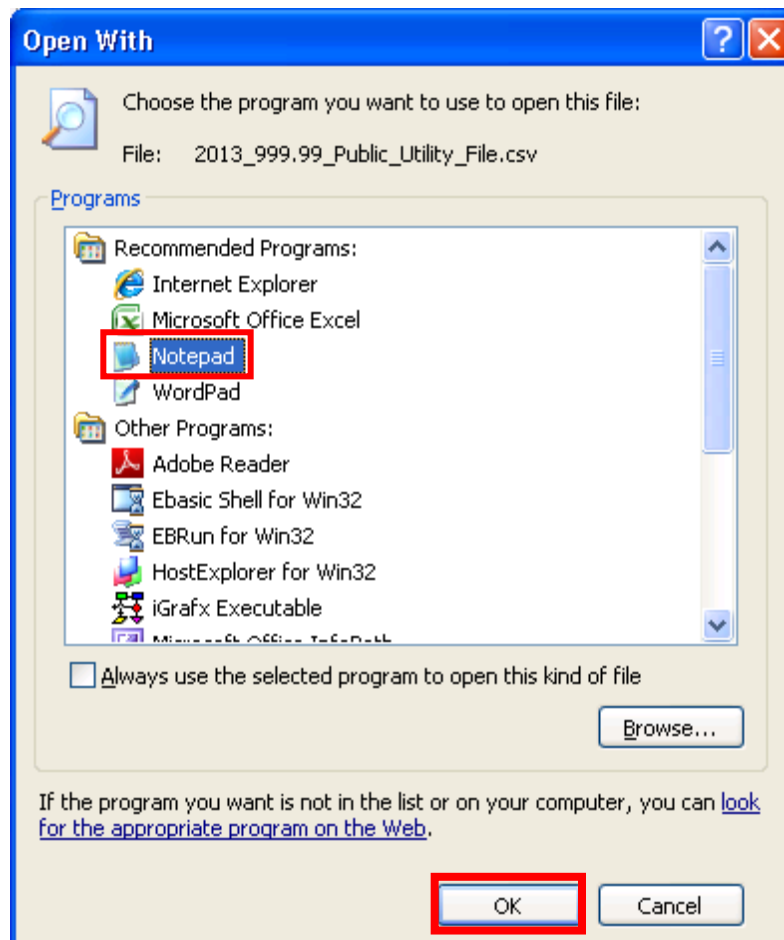
4BB. The .csv file will open in **Notepad**.
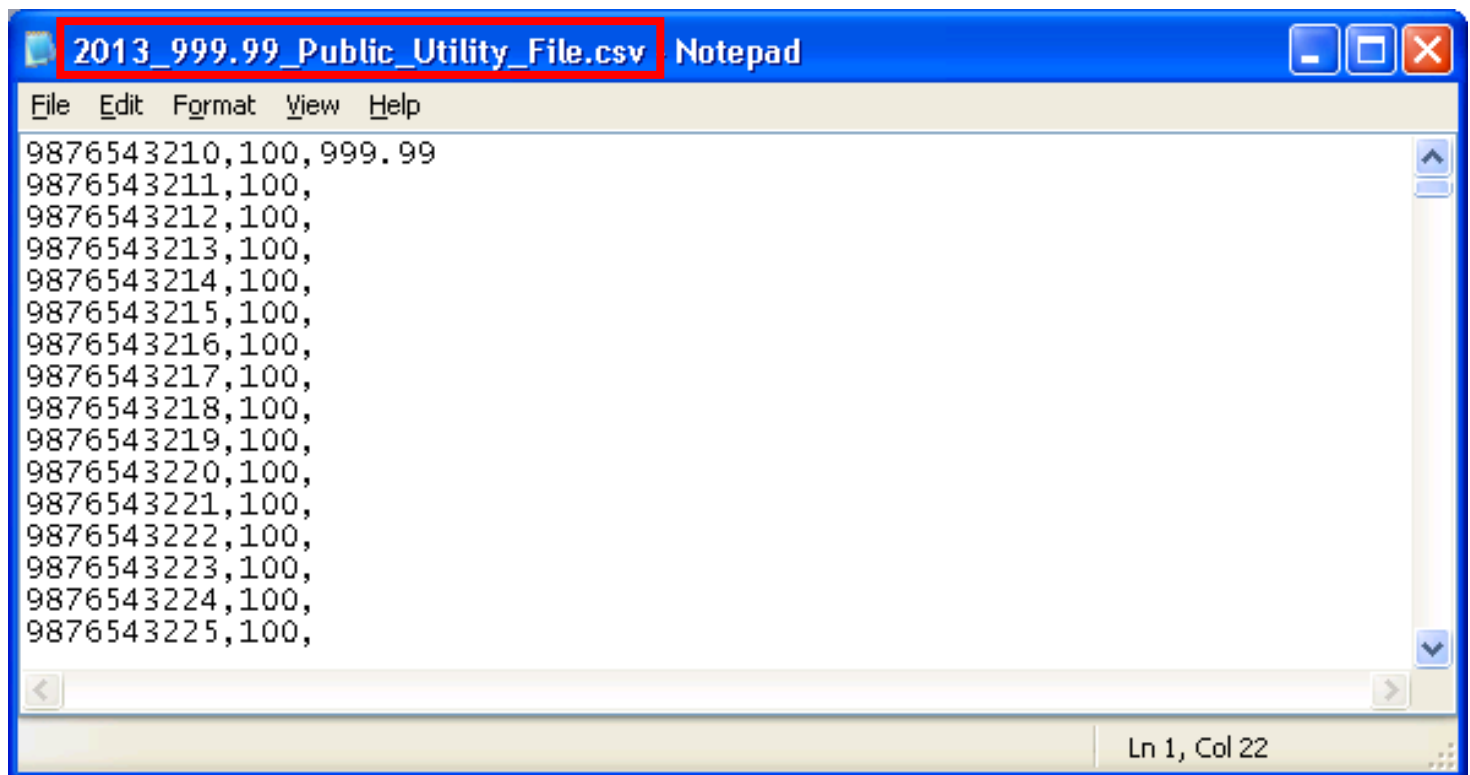
4CC. To save as .txt file, click **File, Save As…**
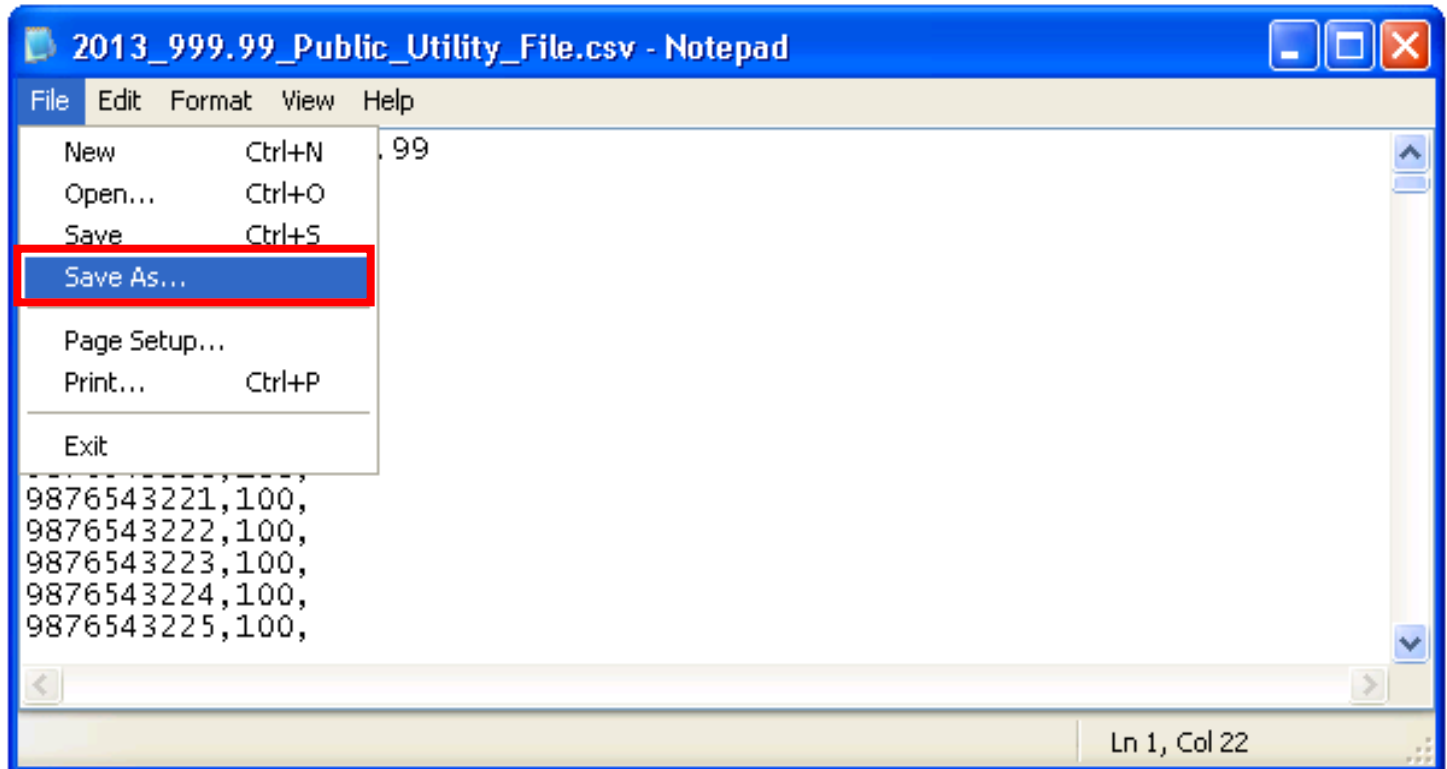
4DD. Delete the .csv extension from the File Name and click the **Save** button.
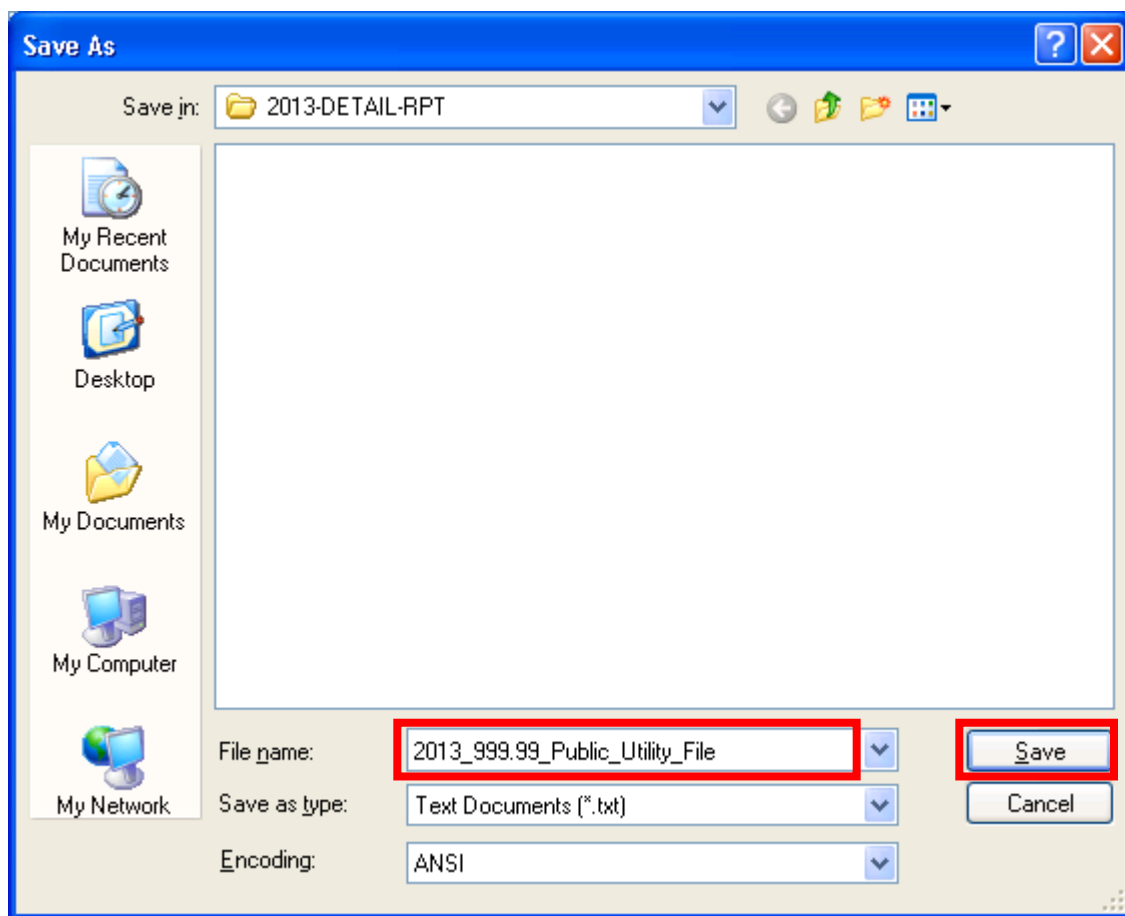
4EE. The file extension has been updated to **.txt**.

4FF. Click the **Data Transmittal** link under the **Report** column to verify the Total Parcel Count and DA Amount.

4GG. The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to ensure all parcels are assessed properly. Re-upload a corrected file or make corrections to an existing file in '**Correct the Data File in Edit Mode**' section **(P. 53)**.

- **Print** the Data Transmittal, **sign** and **date** it, **fill in all blanks**, **scan** it as a PDF and **upload** the signed version to DAWeb. To upload documents, go to '**Upload Legal Documents**' section **(P. 74)**.
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file.
- To fix the invalid file, proceed to **'Correct the Data File in Edit Mode'** section **(P. 53)**.
- To upload documents, proceed to **'Upload Legal Documents'** section **(P. 74)**.

5A. If <u>Valid</u> = '**no**', click the **Edit** link under the **Action** column to locate and fix the error(s). If the file has **150,000 transactions or less** the entire file will display in edit mode. If it has **more than 150,000 transactions,** you can **only** edit the records with errors. The two options for making corrections are as follows: (1) make corrections on the **Edit** page; (2) **export** the Detail Report, make changes on your exported file, **delete** the file from DAWeb and **re-upload** the updated file.

5B. Click the **Action drop-down box** to view a list of menu options.

NOTE: The following options are listed under the **Action drop-down box**:

Go Back to Inbox/Check In	Brings you back to the Inbox with the file checked in and allows other users who have access to the agency number to edit, delete and submit the file.
Delete	Deletes the agency file.
Reset	Resets changes on File type and Agency Number (must be done before clicking on the **Update** link).

5C. Verify the following on the Edit page:

- Verify that the **Fiscal Year, Agency Number, File Type and File Name** are correct. If any of the information is incorrect then delete the file and re-upload.
- Comments left by the Auditor regarding your agency data file(s) will be placed in the **Remark** box. Remarks can only be entered by the Auditor after your file has been submitted to the Auditor.
- Important Message in red font: The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.
- All **red error messages** under the **Comment** section must be fixed in order to validate the file. For a '**Table of Error Messages and Solutions'**, refer to **P. 56**.

Options | Log Out | Help

DAWeb

Auditor Controller   v 2.2.2.4

Welcome, Agency User

| Inbox | Upload File | Document Management | Upload Document |

Edit DA File

Action [Select One] ▾

Fiscal Year 2013
Agency Number 999.99
File Type Direct Assessment File
File Name DA_2013_99999.xls

Remark [   ]

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

#	Parcel Number	Amount	Comment	
1	5658008017	150.00		Edit | Delete
2	5657022011	15000		Edit | Delete
3	581200601	150.00	• Parcel number must be 10 digits	Edit | Delete
4	581200601G	150.00	• Parcel number must be all numeric	Edit | Delete
5	5812006020	150.00		Edit | Delete
6	5812006020	150.00	• Duplicate Parcel	Edit | Delete
7	5820009014	150150150.00	• Direct assessment amount exceeds the limit of 99,999,999.99	Edit | Delete
8	5808009024	150.0A	• Invalid Direct Assessment Amount	Edit | Delete
9	5812014024	0.00	• Only corrections can have $0 value	Edit | Delete
10	9806019009	150.00	• Parcel number cannot start with 9 for DA file	Edit | Delete
11	5657004002	-150.00	• Direct assessment amount must be positive	Edit | Delete
12	5657004003	150.005	• Amount cannot exceed two decimals:150.005	Edit | Delete
13	5864 023 009	150.00	• Parcel number must be 10 digits • Parcel number must be all numeric	Edit | Delete
14	5812006021	150.00		Edit | Delete

NOTE: For **files greater than 150,000 records**, only the records with errors will display on the Edit page.

Table of **Error Messages and Solutions**:

ERROR MESSAGE	REASON	EXAMPLE	SOLUTION
Duplicate Parcel	Duplicate parcels are not allowed	8765432100 8765432100	Delete or change one of the duplicate records
Parcel number cannot be non-assessable for DA file	If the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 800-999 for DA file	5934820**883** 8584827**999**	Delete or update parcel
Parcel number must be 10 digits	Does not equal 10 bytes	876543210 87654321089	8765432100
Parcel number must be all numeric	Not all numeric	8765432**K**00 876**$**432100	8765432100
Parcel number must be 10 digits; Parcel number must be all numeric	No spaces or dashes allowed	8999 999 999 899-999-9999	8765432100
Parcel number can not start with '9' for DA file	DA file can not start with '9'	**9**876543210	8765432100
Parcel number must start with '9' for PU file	PU file must start with '9'	**8**765432100	9876543210
Direct Assessment Amount exceeds the limit of 99,999,999.99	Must not exceed **99,999,999.99**	**1**23,456,789.01	23,456,789.01
Invalid Direct Assessment Amount	Not all numeric	1,234.5**H**	1234.52
Direct assessment amount must be positive	Amount can not be negative	**–**1234.50	1234.50
Direct Assessment Amount can not exceed two decimal points: XX**.**XXX	Format is not XXXX**.**XX	1,234.56**7**	1234.57
Only corrections can have $0 value	DA or PU files can not contain $0 Amount	$0 in DA/PU file	Update amount or delete record

5D. For **parcel number and amount corrections**, **click** the **Comment** header twice until there is a down arrow ▾ **to sort/display all of the error messages** to the top of the list.

NOTE: Row #, Parcel Number and Amount columns can also be **sorted by clicking on the title bar of each heading**.

5E. The first error displayed on the list is a **duplicate parcel**. To search for the duplicate parcel number, click the **Show Filter** link.

5F. Type in the duplicate parcel number and click the **Apply Filter** link or press the **Enter** button.

NOTE: The filter drop-down box can be set to **'Equal To'** or **'Starts With'**.

5G. Duplicate parcels may have **different amounts**. Determine which duplicate parcels need to be deleted, click the **Delete** link or click the **Edit** link and update the parcel number(s) so they are no longer duplicates.

NOTE: If the **Duplicate Parcel** error message did not clear after one of the duplicates was deleted or edited, click the **Edit** link and then click the **Update** link to clear out the comment.

5H. Click the **Remove Filter** link to bring back the list of errors.

5I. Click the **Hide Filter** link to hide the parcel filter panel.

5J. To edit an amount, **click on the <u>Amount</u> field**, **enter the updated amount** in the text box and click the **<u>Update</u>** link.

5K. Row #7 (from the previous screen) has been updated and **no longer appears at the top of the list** since it no longer contains an error message and the columns are **sorted by the Comment field**.

DAWeb

Auditor Controller   v 2.2.2.4

Welcome, Agency User

| Inbox | Upload File | Document Management | Upload Document |

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark [   ]

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: |◄ ◄◄ 1 | 2 | 3 | 4 | 5 ►► ►|

#	Parcel Number	Amount	Comment	▼	
8	5808009024	150.0A	● Invalid Direct Assessment Amount		Edit	Delete
9	5812014024	0.00	● Only corrections can have $0 value		Edit	Delete
10	9806019009	150.00	● Parcel number cannot start with 9 for DA file		Edit	Delete
11	5657004002	-150.00	● Direct assessment amount must be positive		Edit	Delete
12	5657004003	150.005	● Amount cannot exceed two decimals:150.005		Edit	Delete
13	5864 023 009	150.00	● Parcel number must be 10 digits ● Parcel number must be all numeric		Edit	Delete
3	581200601	150.00	● Parcel number must be 10 digits		Edit	Delete
4	581200601G	150.00	● Parcel number must be all numeric		Edit	Delete
5511	5819008987	150.00	● Parcel number cannot be non-assessable parcels		Edit	Delete
3812	5812025052	150.00			Edit	Delete

5L. To edit a parcel number, **click on the Parcel Number field**, **enter the updated parcel** in the text box and click the **Update** link.

5M. Please ensure all comments/error messages are completed and removed by clicking the Comment header twice. The agency file will only show valid = '**yes**' after all of the errors are fixed.

5N. To **add a new row**, scroll to the bottom of the Edit page and **click** the **Add New** link.

5O. **Enter the parcel number and amount** and click the **Save** link to save or **Cancel** to cancel the entry.

5P. Once the data file has been saved, the new record is added to the end of the list and assigned the next row number.

5974	5812019011	150.00		Edit | Delete
5975	5806007006	150.00		Edit | Delete
5976	5812011027	150.00		Edit | Delete
5977	5816005009	150.00		Edit | Delete
5978	5817030035	150.00		Edit | Delete
5979	5821012001	150.00		Edit | Delete
5980	5815013058	150.00		Edit | Delete
5981	5811016032	150.00		Edit | Delete
5982	5864022013	150.00		Edit | Delete
5983	5817030025	150.00		Edit | Delete
5984	5864006023	150.00		Edit | Delete
5985	5812017005	150.00		Edit | Delete
5986	5822004004	150.00		Edit | Delete
5987	5814013010	150.00		Edit | Delete
5988	5806017704	150.00		Edit | Delete
5991	8777777777	150.00		Edit | Delete
Grand Total	Total TXN CNT 5,988	Total Amount $898,200.00		

Records per page: 50   Add New - Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120

5Q. To **delete** a record, click the **<u>Delete</u>** link associated with the row that needs to be deleted.

5974	5812019011	150.00		Edit | Delete
5975	5806007006	150.00		Edit | Delete
5976	5812011027	150.00		Edit | Delete
5977	5816005009	150.00		Edit | Delete
5978	5817030035	150.00		Edit | Delete
5979	5821012001	150.00		Edit | Delete
5980	5815013058	150.00		Edit | Delete
5981	5811016032	150.00		Edit | Delete
5982	5864022013	150.00		Edit | Delete
5983	5817030025	150.00		Edit | Delete
5984	5864006023	150.00		Edit | Delete
5985	5812017005	150.00		Edit | Delete
5986	5822004004	150.00		Edit | Delete
5987	5814013010	150.00		Edit | Delete
5988	5806017704	150.00		Edit | Delete
5991	8777777777	150.00		Edit | Delete
Grand Total	Total TXN CNT 5,988	Total Amount $898,200.00		

Records per page: 50   Add New - Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120

5R. When the pop-up message appears, **click OK** to delete or **Cancel** to keep the record.

5S. After all of the errors are fixed, new parcels added and old parcels deleted, **click** the **action drop-down menu** and **select Go Back to Inbox/Check In** to bring you back to the Inbox and automatically check in the file. **Clicking** on the **Inbox tab** will also take you back to the Inbox, but the file will remain checked out. The file can be manually checked in from the Inbox.

5T. If **Valid = 'yes'** then proceed to the next step. In addition, the Parcel Change Report and Data Transmittal can be accessed. If **Valid = 'no'** then **repeat steps 5A to 5S**.

5U. Click the **PCL CHG RPT** link under the **Report** column to view the Parcel Change Report.

5V. **Blank** Parcel Change Report means that there are no parcel changes for the selected file.

NOTE: **Print** or **Export** (refer to **P. 15**) the **Parcel Change Report if it is not blank** and proceed with the following options:

• Delete the current file from the Inbox and re-upload new file with parcel changes included in the file	Go to **Create the Excel Input Data File (P. 19)** or **Create the Text Input Data File (P. 28)**
• Add new parcels and delete old parcels in Edit mode	Go to **Correct the Data File in Edit Mode (P. 53)**
• Complete Upload Original DA File process AND • Submit parcel changes as corrections	Go to **Upload Correction File and Correction Data Transmittal (P. 87)**

5W. Click the **Data Transmittal** link under the **Report** column to view the document and verify the Total Parcel Count and DA Amount.

5X. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, Total Assessment Amount and Total Parcel Count** that will be submitted to the Auditor for **STR Update**. If the Data Transmittal does not match your expected totals, then the input file should be reviewed to make sure all parcels are assessed properly. Re-upload a corrected file or make corrections to the existing file in '**Correct the Data File in Edit Mode**' section **(P. 53)**.

Perform the following steps if the information on the Data Transmittal meets your approval:

- **Print** the document, **sign** and **date**, **fill in all blanks, scan** the document as .PDF format and **upload** the signed document to DAWeb (refer to '**Upload Legal Documents**' section **(P.74))**.


```
DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE:      June 18, 2013

TO:        Department of Auditor-Controller
           Property Tax Division
           Direct Assessment Unit
           ATTN: Aquilla Ivery-Simmons

FILE TYPE:                    Direct Assessment File

AGENCY ACCOUNT NUMBER:        999.99

BILL DESCRIPTION:             LA County test account

TOTAL ASSESSMENT AMOUNT:      $898,050.00

TOTAL PARCEL COUNT:           5,987

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed
above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2013-2014
Secured Tax Roll (STR).

Authorized By:     _____      _____
                          Signature                  Date Signed

Name and Title:    _____

If there are any problems relating to the data provided, please call:

Name and Title:    _____

Phone Number:      _____

If there are any exceptions to the input, plase call or fax:

Contact Name:      _____

Phone Number:      _____

Fax Number:        _____

Email Address:     _____

Done                                    Unknown Zone | Protected Mode: Off
```

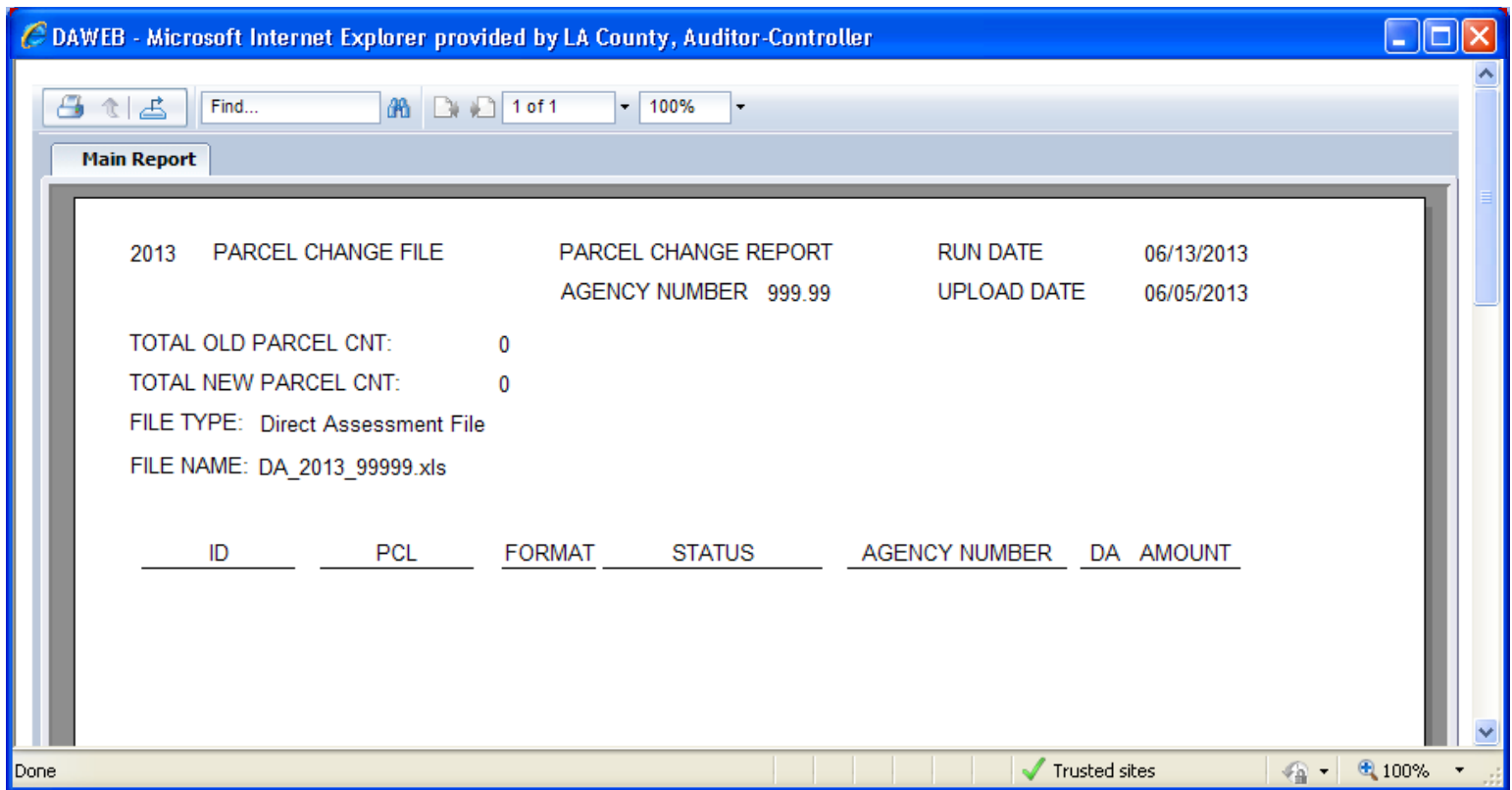**NOTE:** The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file. Proceed to the next section: **'Upload Legal Documents'** section **(P.74)**.

UPLOAD LEGAL DOCUMENTS

6A. To begin this process, legal documents must be scanned and/or saved as .PDF format and saved onto your computer. **DAWeb only accepts .PDF format.**

NOTE: **Uploading Documents can be done before or after a file is uploaded; however, agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check the status of Legal Documents' section (P. 100).**

6B. To upload legal documents, click the **Upload Document** tab.

6C. Click on the drop down box under **Select document type:** and select the document type that you want to upload. For this example, **Billing Agreement** will be selected.

6D. Once the document type is selected, **steps 2 to 3** will appear on the Upload Document page. Perform the following steps:

- Under **step 2**, click on agency number(s) to upload from the list of agency numbers.

    NOTE: Selecting multiple accounts only works for Billing Agreement, Resolution/Ordinance and Engineer's/Miscellaneous document types. To select multiple agency numbers, click on each agency number while holding down the Control (CTRL) button on the keyboard**.** To deselect the group, click on any agency number without holding down the Control (CTRL) button.

- Under **step 3**, click the **Validate** button to validate the agency number(s).

6E. Under **step 4**, click the <u>**Browse**</u> button to upload the document.

6F. Select a .PDF document to upload and click the <u>**Open**</u> button or double click on that document. **Documents must be in .PDF format.**

6G. Under **step 5**, click the **Upload** button to upload the document to DAWeb.

6H. A message will display at the bottom of the page that the file was successfully uploaded. To continue uploading documents, click the **Reset** button and repeat **steps 6D to 6G**.

6I. In this example, the document type is **Resolution/Ordinance** and only one agency number is selected. **To select multiple agency numbers**, click on each agency number while holding down the Control (CTRL) button on the keyboard.

NOTE: Selecting multiple accounts only works for **Billing Agreement**, **Resolution/Ordinance** and **Engineer's/Misc report** document type. To deselect the group of selected agency numbers, click on any agency number without holding down the Control (CTRL) button.

6J. In this example, **Agency Information Sheet** is selected. **Only one agency number can be selected per upload since each agency number must have its own Agency Information Sheet.**

6K. A file must be uploaded and valid before uploading the Data Transmittal for the following reasons:

- **Data Transmittal document can only be generated** after the file has been uploaded and valid.
- **The specific Data Transmittal has to be linked to the co-responding agency number and file type.**

6L. The **Engineer's/Miscellaneous report** is a supporting document that provides additional information to the Auditor. **It is not a required legal document to submit your file. However, agencies will need to upload an Engineer's/Miscellaneous report if the Resolution/Ordinance does not clearly state how the amounts being billed are derived.**

6M. Click the **Inbox** tab to go back to the Inbox.

6N. If the file(s) are valid and the document counter under the Docs column is equal to **'4'**, then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.

NOTE: The Inbox only shows agency number 999.99 even though other agencies numbers were selected in the upload document page. **Agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check Legal Documents'** section **(P. 100)**.

Also, The Engineer's/Miscellaneous report is not included in the counter since it is not a required legal document.

6O. Press **OK** to submit or **Cancel** to cancel the submission.

6P. A pop-up **message** states '**File(s) submitted**', the status icons changed to '**Pending Review**' and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.

6Q. Auditor staff will review the submitted file(s) and uploaded documents. If everything is approved the file will be submitted into the Wednesday or Saturday STR Updates. If there is anything wrong with the file and/or legal documents then the Auditor staff will reject the file and/or documents back to the Agency for editing.

NOTE: Log onto DAWeb to check the **status of your Agency data file(s).**

- **Work in Progress** – Agency is working on the file before it is submitted to the Auditor.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	WORK IN PROGRESS	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Pending Review** – User submitted agency file to Auditor and waiting for Auditor staff to review.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	PENDING REVIEW	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Pending Approval** – Auditor staff reviewed and submitted agency file to Auditor supervisor for approval.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	PENDING APPROVAL	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Auditor Rejected File Back to Agency** – **A red flag with status of 'Work in Progress'** indicates that Auditor staff or supervisor rejected the file back to the Agency Inbox. Click the **Edit** link to read the Auditor comments inside the **Remark box**.
  - **This action cannot be done after the Supervisor approves the file.**
  - **Any corrections after the Supervisor approves the file must be sent in as a correction (COR) file**

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ ⚑ 2013	999.99	DA	5,987	$898,050.00	yes	WORK IN PROGRESS	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Supervisor Approved** – Auditor supervisor approved and submitted agency file to Batching.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	SUPERVISOR APPROVED	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Batched** – The approved agency file has been processed/formatted and is ready to be batched into a Mainframe file for STR processing.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	BATCHED	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

- **Sent to Mainframe** – The agency file has been sent to the Mainframe and will be processed in the STR Update.

Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐ 2013	999.99	DA	5,987	$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

NOTE: Click the **Refresh** button periodically to update the **Status** and **Docs** columns. The Status and Docs columns will not update if you are in the Inbox while the Auditor is updating the status of your files and/or documents.

UPLOAD CORRECTION FILE AND CORRECTION DATA TRANSMITTAL

IMPORTANT MESSAGE: **Only current year corrections may be submitted during this period. The last Thursday in August is the last date to submit corrections without getting charged $13 per parcel. Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.**

7A. To upload a correction (COR) file, click the **Upload File** tab.

NOTE: The Inbox below already contains one COR file (COR v1) to show you what happens when multiple COR files are submitted for the same agency number.

7B. Perform the following upload steps:
1. **Select the type of file** (Correction File) to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button.

7C. Click the **Browse** button in step 4, select a correction file to upload and click the **Open** button.

7D. Click the **Upload** button after the file has been selected.

7E. A **message** will pop up under the Upload button after the file loaded successfully. To view the uploaded file(s), click the **Inbox** tab.

WARNING: Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.

7F. The example below shows the Inbox with the **Fiscal Year (2013)**, **Agency number**, **File Type (COR v2)** and **Status (Work in Progress)** and **Docs** counter is **'3'**. The File Type version for each additional correction file will increment by 1. Proceed to the next step if Valid = 'yes'. If Valid = 'no,' then proceed to '**Correct the Data File in Edit Mode**' section (P. 53)

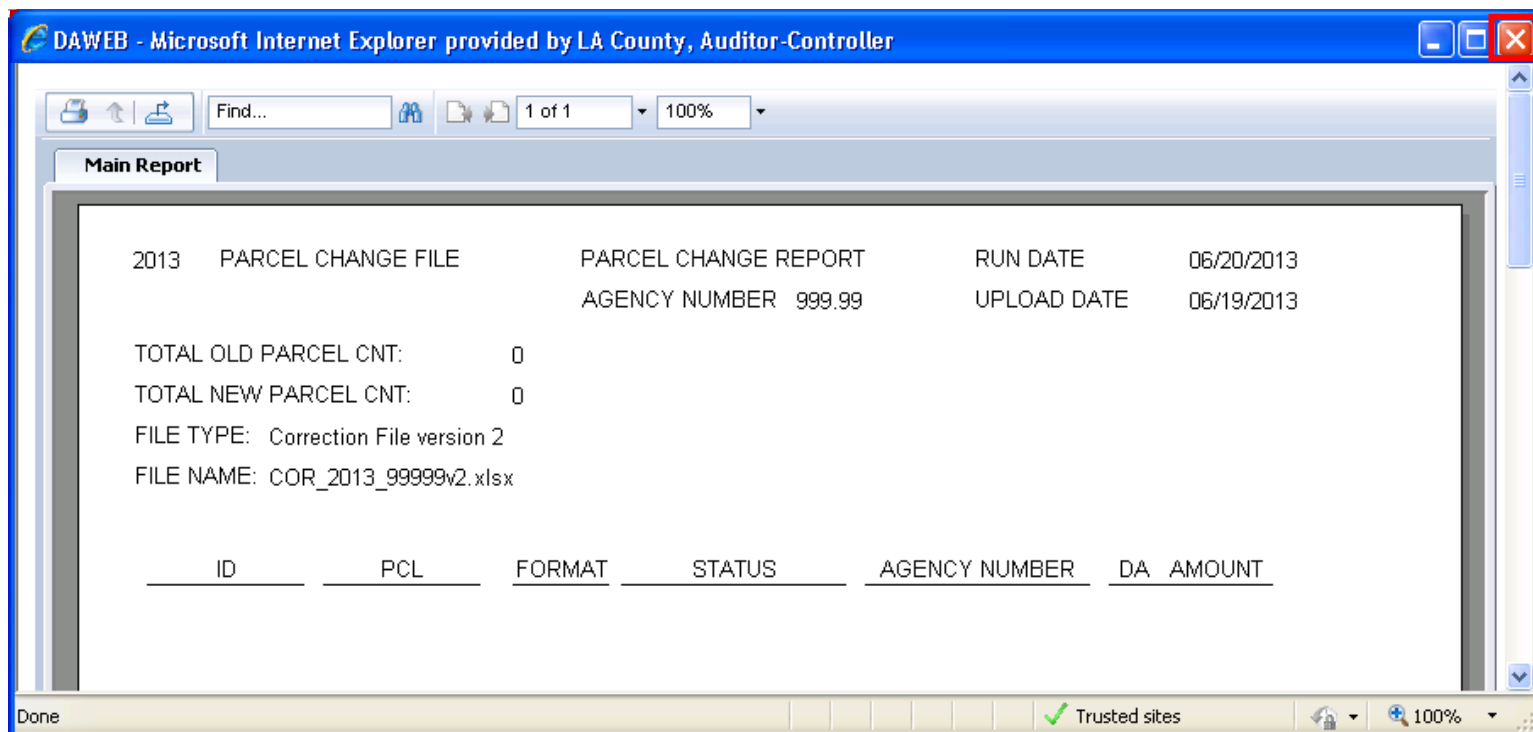**NOTE:** The **Billing Agreement**, **Resolution/Ordinance**, **Agency Information Sheet** and **Engineer's/Miscellaneous report** documents **do not need to be re-uploaded** since they were already uploaded to the original D.A. or P.U. files. These documents will be automatically linked to the COR files.

7G. Click the **PCL CHG RPT** link under **Report** to retrieve the Parcel Change Report.

7H. **A blank Parcel Change Report** means that there are no parcel changes for the respective agency. Click the 'X' to close the report window and proceed to the next step.

NOTE: **Print** or **Export** (refer to **P. 15**) the **Parcel Change Report if it is not blank** and proceed with the following options:

• Delete the current file from the Inbox and re-upload new file with parcel changes included in the file	Go to **Create the Excel Input Data File (P. 19)** or **Create the Text Input Data File (P. 28)**
• Add new parcels and delete old parcels in Edit mode	Go to **Correct the Data File in Edit Mode (P. 53)**
• Complete Upload Original DA File process AND • Submit parcel changes as corrections	Go to **Upload Correction File and Correction Data Transmittal (P. 87)**

7I. Click the **Data Transmittal** link under **Report** to verify the Total Parcel Count and DA Amount.

7J. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, Total Assessment Amount and Total Parcel Count** that will be submitted to the Auditor for **STR Update**. If the Data Transmittal does not match your expected totals then the input file should be reviewed to make sure all parcels are assessed properly and re-upload a corrected file or make corrections to the existing file (see **Correct the Data File in Edit Mode** section, **P. 53**).

Perform the following steps if the information on the Data Transmittal meets your approval:

- **Print** the document, **sign** and **date**, **fill in all blanks, scan** the document as .PDF format and **upload** the signed document to DAWeb.

DATE: June 20, 2013

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

FILE TYPE:	Correction File version 2
AGENCY ACCOUNT NUMBER:	999.99
BILL DESCRIPTION:	LA County test account
TOTAL ASSESSMENT AMOUNT:	$1,150.00
TOTAL PARCEL COUNT:	7

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2013-2014 Secured Tax Roll (STR).

Authorized By: _____   _____
　　　　　　　　　　　　Signature　　　　　　　　　　　　　Date Signed

Name and Title: _____

If there are any problems relating to the data provided, please call:

Name and Title: _____

Phone Number: _____

If there are any exceptions to the input, plase call or fax:

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

7K. To upload the Data Transmittal, click the **Upload Document** tab.

7L. Under step 1, click the '**Select document type:**' drop down box and select **Data Transmittal**. Once the document type is selected, steps 2 to 3 will appear on the Upload Document page.

7M. Perform the following steps:
- Under step 2, select the agency number and file type to upload.
- Under step 3, click the **Validate** button.

NOTE: Make sure that the agency number and file type on the Data Transmittal matches the agency number and file type you are selecting.

7N. Under **step 4**, click the **Browse** button, select a .PDF document to upload and click the **Open** button or double click the document selected. **Documents must be in .PDF format.**

Inbox	Upload File	Document Management	Upload Document

Select file(s) to upload

Look in: Legal Documents

My Recent Documents
DataTransmittal_999.99.pdf
DataTransmittal_999.99_CORV1.pdf
DataTransmittal_999.99_CORV2.pdf
Sample Agency Information Sheet.pdf
Sample Billing Agreement.pdf
Sample Engineers-Misc report.pdf
Sample Resolution-Ordinance.pdf

Desktop

My Documents

My Computer

My Network Places

File name: DataTransmittal_999.99_CORV2.pdf   Open

Files of type: (*.pdf)   Cancel

3. Validate selected agency number and file type

Validate

4. Select Document to upload: PDF Format Only

[no files selected]   Browse

5. Press upload:
(Note: Press on Reset to choose a new agency number and file type)

Upload   Reset

7O. Under **step 5**, click the **Upload** button to upload the document to DAWeb.

7P. A message will display at the bottom of the page that the file was successfully uploaded. Click the **Inbox** tab to go back to the Inbox.

7Q. If the file(s) are **Valid = 'yes'** and the document counter under the **Docs** column is equal to **'4'**, then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.

7R. Press **OK** to submit or **Cancel** to cancel the submission.

7S. A pop-up **message** states **'File(s) submitted',** the status icon changed to **'Pending Review'** and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.

7T. **Auditor staff will review the submitted file(s) and will process into the STR Update if the Data Transmittal's count and amount match the file's count and amount. If there is anything wrong with the file or if the count and amount do not match, then the Auditor staff will reject the file back to the Agency for editing.**

CHECK THE STATUS OF LEGAL DOCUMENTS

8A. Go to the **Inbox** to check on uploaded documents. Document management can also be used and will be explained in this section (**step 8D, P. 103**).

- The **Docs** column displays the number of documents uploaded for each agency number. The font color comes in **black**, **green** or **red**.
  - **Black** – the documents have been uploaded and are pending for Auditor review.
  - **Green** – all four documents have been approved.
  - **Red** – at least one document has been denied by the Auditor.

NOTE: Since the Inbox is file driven, it will not display documents uploaded if the files have not been uploaded. All documents are displayed on the Document Management page.

| | Inbox | Upload File | | Document Management | | Upload Document | |

Inbox   NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file
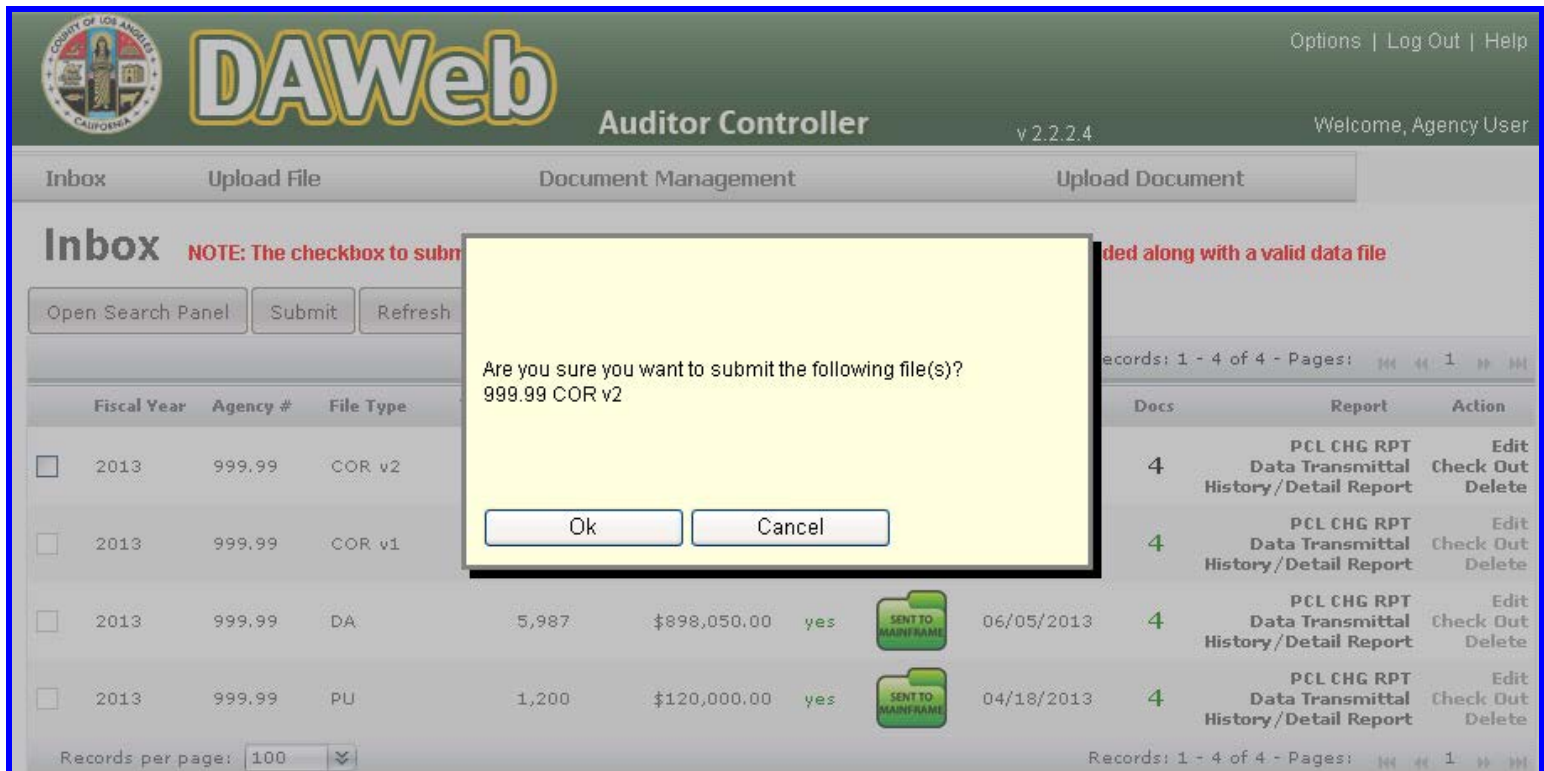
| Open Search Panel | Submit | Refresh |

Records: 1 - 7 of 7 - Pages: ◄◄ ◄ 1 ►► ►►|

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐	2013	888.88	DA	10,000	$363,566.29	yes	WORK IN PROGRESS	06/25/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	777.77	DA	30,000	$1,137,225.66	yes	WORK IN PROGRESS	06/25/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	666.66	DA	5,000	$194,079.90	yes	WORK IN PROGRESS	06/25/2013	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	999.99	COR v2	7	$1,150.00	yes	PENDING REVIEW	06/19/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	999.99	COR v1	6	$1,400.00	yes	SENT TO MAINFRAME	06/11/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	999.99	DA	5,987	$898,050.00	yes	SENT TO MAINFRAME	06/05/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	999.99	PU	1,200	$120,000.00	yes	SENT TO MAINFRAME	04/18/2013	4	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

Records per page: 100

Records: 1 - 7 of 7 - Pages: ◄◄ ◄ 1 ►► ►►|

8B. Click on any number under the 'Docs' column to go to the '**Document Detail**' page.

Inbox   NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

| Open Search Panel | Submit | Refresh |

Records: 1 - 7 of 7 - Pages: ◄◄ ◄ 1 ►► ►►|

	Fiscal Year	Agency #	File Type	TXN Count	Total DA AMT	Valid	Status	Upload Date	Docs	Report	Action
☐	2013	888.88	DA	10,000	$363,566.29	yes	WORK IN PROGRESS	06/25/2013	3	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	777.77	DA	30,000	$1,137,225.66	yes	WORK IN PROGRESS	06/25/2013	0	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete
☐	2013	666.66	DA	5,000	$194,079.90	yes	WORK IN PROGRESS	06/25/2013	2	PCL CHG RPT Data Transmittal History/Detail Report	Edit Check Out Delete

8C. The '**Document Detail**' page shows the details of your document(s) and displays the **Required Legal Documents** and **Supporting Document** tables. Click the **link(s)** under the **Document Type** column to display the document. Click the **Back** button to go back to the Inbox.

NOTE: The **Required Legal Documents** table will be displayed regardless of whether documents are uploaded or not. However, the Supporting Document table will only appear if an Engineer/Miscellaneous report is uploaded.

NOTE: Listed below are **descriptions of the Document Detail** page.

Document Type	List of the four required legal documents and supporting documents.
Status	**Not Uploaded, Pending Review, Approved, Denied** and **Not Required**. Not Required status only applies to a few agency account numbers that are not required to submit a Billing Agreement. These agencies will only need to submit the other three legal documents.
Comment	Reasons for documents denied by the Auditor.
Uploaded By	Displays the name of the person that uploaded the first document.
Uploaded Date	Displays the date the first document was uploaded.
Updated By	Displays the name of person that last uploaded a later document or updated the status.
Updated Date	Displays the date of the last upload or update.

8D. The '**Document Management**' page is another method of checking documents in a list format. The documents are automatically sorted by Agency number. This page has a delete function in case you need to delete and re-upload document(s) that have been denied.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document; they must update the status to 'denied' before you can delete.

8E. Click the **View** link under the **Report** column link to display the uploaded document.

8F. To track the history of the document, click the History link.

8G. Shown below is the **Document History** page. To go back to the Document Management page, click the **Back** button.

Inbox	Upload File	Document Management	Upload Document

Document History

[Back]

Fiscal Year: 2013

Agency #: 999.99

Bill Description: LA County test account

Document: Data Transmittal   View Document

Document History

Version	History/Status	Comment	Updated By	Updated Date
3	Document has been denied	Wrong File Type Missing Required Signatures	Supervisor, Auditor	06/25/2013
3	Document is pending for review		User, Agency	06/24/2013
2	Document has been deleted		User, Agency	06/24/2013
2	Document is pending for review		User, Agency	06/20/2013
1	Document has been deleted		User, Agency	06/20/2013
1	Document is pending for review		User, Agency	06/19/2013

Records: 1 - 7 of 7

8H. To delete a document with a **'Denied'** or **'Pending Review'** status, click the **Delete** link.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document. They must update the status to 'Denied' before you can delete your document.

Inbox	Upload File	Document Management	Upload Document

Document Management

[Open Search Panel] [Export to Excel] [Refresh]

Records: 1 - 16 of 16 - Pages: |◄ ◄◄ 1 ►► ►|

Drag a column header here to group by that column.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v2	Denied	Wrong File Type; Missing Required Signatures	View History	Delete

8I. A pop-up message will appear to confirm the delete. Click **OK** or **Cancel**.

8J. The Data Transmittal for agency number 999.99 has been deleted from the list. **Upload a corrected document.**

8K. Click, drag and drop each column header to the area indicated in the example below to group by that column. The example below places a line break between each agency number and makes the page easier to look at. **Click, drag and drop the header back down before proceeding to the next step.**

NOTE: The **Comment**, **Report** and **Action** headers cannot be dragged to the top.

8L. Multiple grouping can be done. For example, click, drag and drop the Document header followed by the Status header to sort by document and status.

Inbox	Upload File	Document Management	Upload Document				

Document Management

Open Search Panel	Export to Excel	Refresh

Records: 1 - 15 of 15 - Pages: |◀◀ ◀◀ 1 ▶▶ ▶▶|

Document	Status						

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
⊟ **Document: Agency Information Sheet**							
⊟ **Status: Approved**							
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
⊟ **Status: Pending for Review**							
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
⊟ **Document: Billing Agreement**							
⊟ **Status: Approved**							
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete
⊟ **Status: Denied**							
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
⊟ **Document: Data Transmittal - COR v1**							
⊟ **Status: Approved**							
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
⊟ **Document: Data Transmittal - DA**							
⊟ **Status: Approved**							
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
⊟ **Document: Data Transmittal - PU**							
⊟ **Status: Approved**							
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
⊟ **Document: Engineer/Misc**							
⊟ **Status: Approved**							

8M. Click the **Comment** header twice to sort all of the denied documents to the top of the list. This is a useful way to group all of the documents that you need to delete and re-upload.

8N. The **Open Search Panel** can be used to search for a specific **Agency Number** or it can be used in conjunction with an asterisk (*). For example, click the **Open Search Panel** button and enter 999.9* in the Agency Number box.

8O. Shown below is the search result for Agency Numbers 999.98 and 999.99.

8P. To go back to the full list, click the **Reset** button.

8Q. To search by document type, select the following on the **Document Type** drop down box: **Billing Agreement, Resolution/Ordinance, Agency Information Sheet, Data Transmittal or Engineer/Misc**.

8R. To search by document status, select the following on the **Status** drop down box: **Pending for Approval, Approved or Denied**.

8S. To convert the document list to Excel, click the **Export to Excel** button.

8T. Click the **Open** button to view the file.

8U. Shown below is the document list in **Excel**.

NOTE: Under the '**Agency #**' column, leading and/or ending zeros will be dropped.

	A	B	C	D	E	F
1	Fiscal Year	Agency #	Bill Description	Document	Status	Comment
2	2013	666.66	LA County test account	Billing Agreement	Approved	
3	2013	666.66	LA County test account	Resolution/Ordinance	Approved	
4	2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number
5	2013	888.88	LA County test account	Resolution/Ordinance	Approved	
6	2013	888.88	LA County test account	Agency Information Sheet	Pending for Review	
7	2013	888.88	LA County test account	Engineer/Misc	Pending for Review	
8	2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures
9	2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review	
10	2013	999.99	LA County test account	Resolution/Ordinance	Approved	
11	2013	999.99	LA County test account	Agency Information Sheet	Approved	
12	2013	999.99	LA County test account	Data Transmittal - DA	Approved	
13	2013	999.99	LA County test account	Engineer/Misc	Approved	
14	2013	999.99	LA County test account	Data Transmittal - PU	Approved	
15	2013	999.99	LA County test account	Data Transmittal - COR v1	Approved	
16	2013	999.99	LA County test account	Billing Agreement	Approved	

8V. Click the **Refresh** button periodically to update the **Status** and **Comment** columns. The Status and Comment columns will not update if you are in the Document Management page while the Auditor is updating the status of your documents and comments.

Fiscal Year	Agency #	Bill Description	Document	Status	Comment	Report	Action
2013	666.66	LA County test account	Billing Agreement	Approved		View History	Delete
2013	666.66	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Billing Agreement	Denied	Missing Account Number	View History	Delete
2013	888.88	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	888.88	LA County test account	Agency Information Sheet	Pending for Review		View History	Delete
2013	888.88	LA County test account	Engineer/Misc	Pending for Review		View History	Delete
2013	999.98	LA County test account	Billing Agreement	Denied	Missing Required Signatures	View History	Delete
2013	999.98	LA County test account	Resolution/Ordinance	Pending for Review		View History	Delete
2013	999.99	LA County test account	Resolution/Ordinance	Approved		View History	Delete
2013	999.99	LA County test account	Agency Information Sheet	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - DA	Approved		View History	Delete
2013	999.99	LA County test account	Engineer/Misc	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - PU	Approved		View History	Delete
2013	999.99	LA County test account	Data Transmittal - COR v1	Approved		View History	Delete
2013	999.99	LA County test account	Billing Agreement	Approved		View History	Delete

UPLOAD EXEMPT PARCELS FILE

State Parcel Tax Reporting – Assembly Bill 2109

The Auditor-Controller will be reporting on behalf of all County direct assessment agencies that are levying parcel taxes. Only these agencies will be granted access to upload their Exempt Parcels file during the Direct Assessment season **(July 1 to mid September)** to DAWeb.

Perform the following steps to upload the Exempt Parcels file:

9A. To upload an Exempt Parcels file, click the **Upload File** tab.

9B. Perform the following upload steps:
1. Select **Exempt Parcels File.**
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button and steps 4 and 5 will appear.

9C. Click the **Browse** button in step 4, select a file to upload and click the **open** button or double-click on a file to upload.

Look in: 2016

Name	Date modified	Type
EXEMPT_2016_99999.xlsx	3/18/2016 11:45 AM	Microsoft

Recent Places
Desktop
Libraries
Computer
Network

File name:

Files of type: (*.txt; *.pm; *.xls; *.xlsx)

Open
Cancel

v 2.2.7.2   Welcome, Test Agency

Convert   Sel

Page ▾   Safety ▾   Tools ▾

Upload Document

3. Validate agency number:
Validate

4. Select File to upload:
[no files selected]   Browse

9D. Move the cursor over the white file area to display the file name. If the file name is correct, then click the **Upload** button in step 5.

Upload File

1. Select File Type:
○ Direct Assessment File
○ Public Utility File
○ Correction File
⦿ Exempt Parcels File - 2016 files only

2. Enter agency number to upload:
999.99
Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:
Validate

4. Select File to upload:
✖ EXEMPT_2016_99999.xlsx   Browse
114.21kB

Move the cursor over the white area to display the file name

5. Press upload:
(Note: Press on Reset to choose a new file type and agency number)
Upload   Reset

9E. A **message** will pop up under the Upload button after the file loaded successfully. **To load additional file(s), click the <u>Reset</u> button and repeat steps 9B to 9D.**

Upload File

1. Select File Type:

○ Direct Assessment File

○ Public Utility File

○ Correction File

◉ Exempt Parcels File - 2016 files only

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Validate

Successfully uploaded files:
EXEMPT_2016_99999.xlsx

9F. To view the uploaded file, click the **<u>Exempt Parcels</u>** tab.

Inbox	**Exempt Parcels**	Upload File	Document Management	Upload Document

Upload File

1. Select File Type:

○ Direct Assessment File

○ Public Utility File

○ Correction File

◉ Exempt Parcels File

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Validate

Successfully uploaded files:
EXEMPT_2016_99999.xlsx

9G. Listed below are **descriptions of the Exempt Parcels columns**. **If Valid = 'no'** then proceed to **Correct the Data File in Edit Mode** section **(P. 53). Proceed to the next step if Valid = 'yes'.**

#	Column	Description
1	**Fiscal Year**	Fiscal Year for which the Agency Number was processed.
2	**Agency #**	Direct Assessment Agency Number assigned to each agency by the Auditor-Controller.
3	**TXN Count**	Total transaction count on the input file
4	**Total DA AMT**	Total assessment amount on the input file
5	**Valid**	Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). Invalid files must be fixed before proceeding.
6	**Uploaded Date**	Indicates the date the file was uploaded to DAWeb
7	**Report**	**PCL CHG RPT**: Generates the Parcel Change Report by clicking on the link. **Data Transmittal:** Generates the Data Transmittal by clicking on the link. **History:** Shows the status of the agency number throughout the DA process. **Detail RPT:** Generates the Detail Report by clicking on the link.
8	**ACTION**	**Edit:** Click the 'Edit' link to correct errors in the Edit mode. **Delete:** Click the 'Delete' link to delete the file from the Inbox.

9H. For a **valid** file, click the **PCL CHG RPT** link under the Report column to retrieve the Parcel Change Report. The report can be exported to PDF or Excel.

9I. A blank **Parcel Change Report** means that there are no parcel changes for the selected file.

NOTE: **Print** or **Export** the Parcel Change Report if it is **not blank** and proceed with the following options:

• Delete the current file from the Inbox and upload new file with parcel changes included in the file	Go to '**Create the Excel Input Data File' (P. 19)** OR '**Create the Text Input Data File' (P. 28)**
• Add new parcels and delete old parcels in Edit mode	Go to '**Correct the Data File in Edit Mode' (P. 53)**

9J. Click the **Data Transmittal** link under the **Report** column to verify the Total Exempt Parcel Count and Total Exempt Amount.

Exempt Parcels

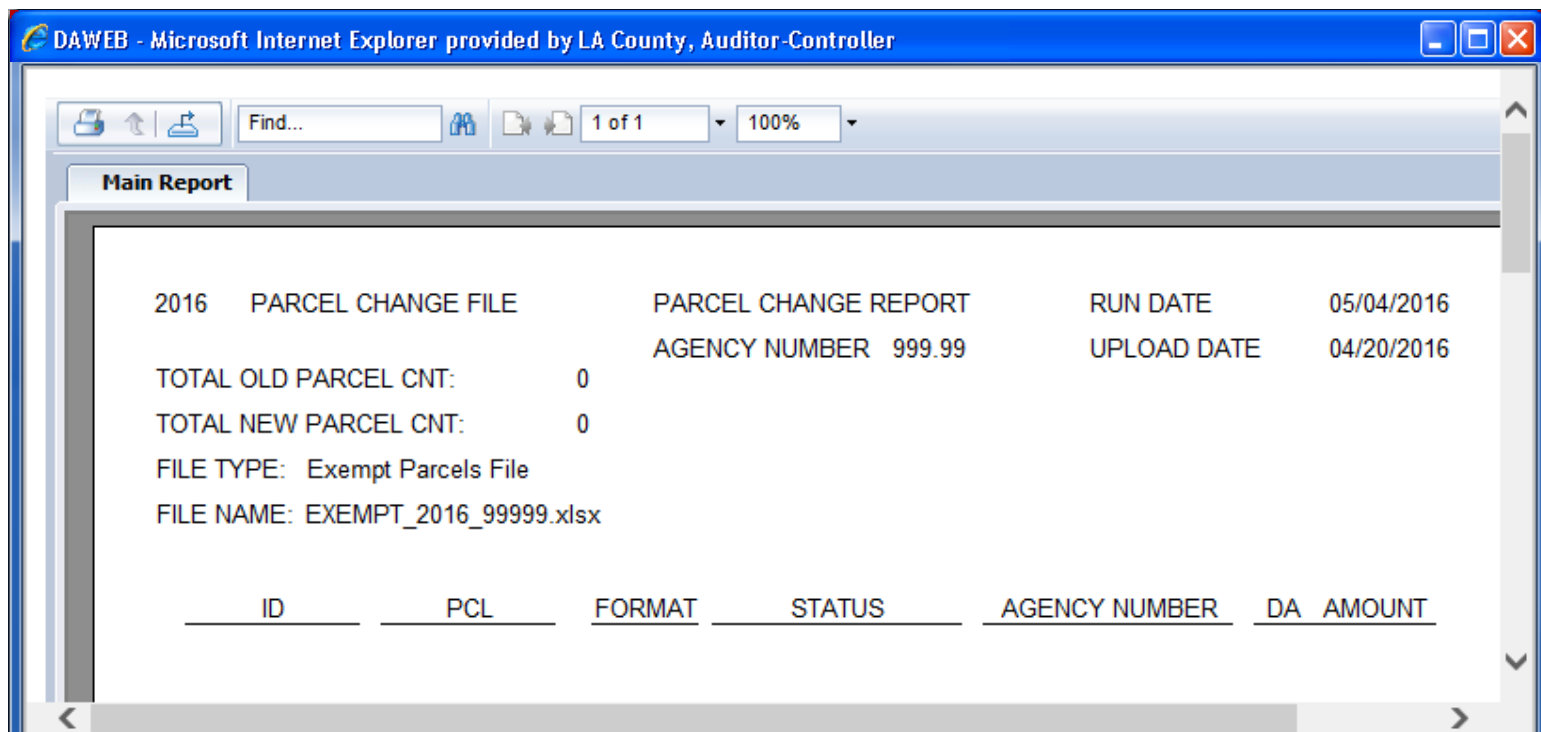| Open Search Panel | Refresh | | | | | | |

Records: 1 - 1 of 1 - Pages: ◄◄ ◄ 1 ► ►►

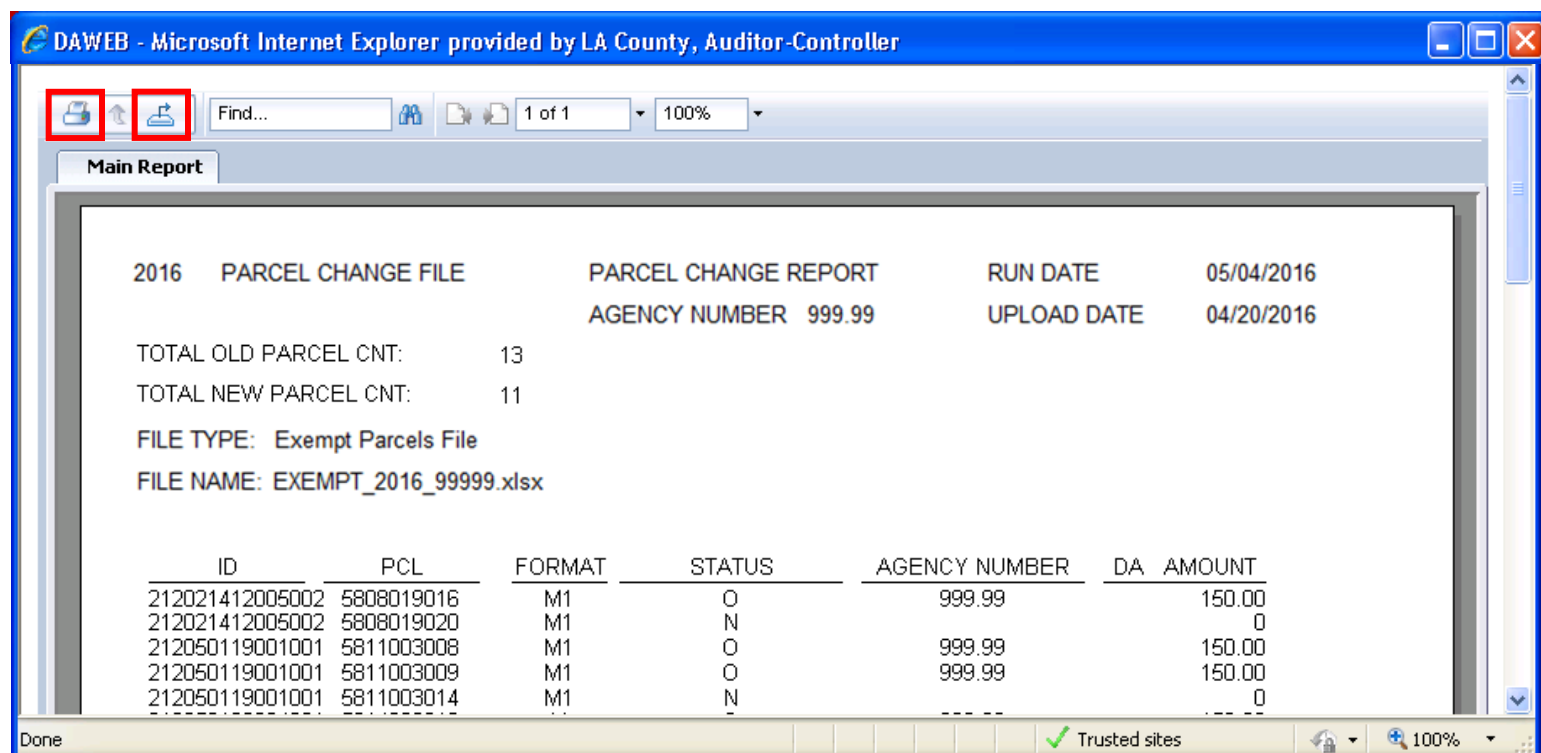| Fiscal Year	Agency #	TXN Count	Total DA AMT	Valid	Uploaded Date	Report	Action
2016	999.99	5,590	$3,168,697.00	yes	04/20/2016	PCL CHG RPT **Data Transmittal** History/Detail Report	Edit Delete

Records per page: 100 ▼   Records: 1 - 1 of 1 - Pages: ◄◄ ◄ 1 ► ►►

9K. The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to ensure all parcels are assessed properly. Re-up load a corrected file or make corrections to an existing file in '**Correct the Data File in Edit Mode**' section **(P. 53)**.
- **Print** the Data Transmittal, **sign** and **date** it, **fill in all blanks**, **scan** it as a PDF.
- **Upload** the signed Data Transmittal to DAWeb under the '**Engineer's/Misc. Report [Supporting doc]**' document type. To upload documents, go to '**Upload Legal Documents**' section **(P. 74)**.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: May 24, 2016

TO: Department of Auditor-Controller
         Property Tax Services Division
         Direct Assessment Unit
         ATTN: Aquilla Ivery-Simmons

FILE TYPE: Exempt Parcel

AGENCY ACCOUNT NUMBER: 999.99

BILL DESCRIPTION:

TOTAL EXEMPT AMOUNT: 3,168,697.25

TOTAL EXEMPT PARCEL COUNT: 5,590

This is to certify that the Total Exempt Amount and Total Exempt Parcel Count for our Agency Account Number listed above are correct for the Fiscal Year 2016-2017.

Authorized By: _____   _____
                              Signature   Date Signed

Name and Title: _____

If there are any problems relating to the data provided, please call:

Primary Contact:

Name and Title: _____

Phone Number: _____

Email Address: _____

Secondary Contact (if applicable):

Name and Title: _____

Phone Number: _____

Email Address: _____

9L. Exempt Parcels files do not need to be submitted to the Auditor. The Auditor can see your file as soon as it is successfully uploaded and will disable your file from editing and deleting once the file is valid (Valid = 'yes') and a signed Data Transmittal is uploaded. Please contact **Aquilla Ivery-Simmons at (213) 893-2344** immediately if you need to edit or delete the file.